

Oct 8 per 1. 2019
New Business
Referrals

**PUBLIC HEALTH
AND SAFETY
STANDING
COMMITTEE**

52

MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ APPROVED ☐ DENIED ☐ N/A ☐ CANCELED

Petition #: 1104. Event Name: Jingle Bell Run

Event Date : December 7, 2019

Street Closure: Various

Organization Name: Arthritis Foundation

Street Address: 888 W. Big Beaver Suite 305 Troy, MI 48084

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Run/Marathon |
| <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony | <input type="checkbox"/> Political Ceremony | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Filming | <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____ | |
- ☒ **24-Hour Liquor License**

Petition Communications (include date/time)

The Arthritis Foundation will host their annual Jingle Bell Run at the Corner Ballpark (1680 Michigan Avenue) from 9:00am - 11:30am; with soft closures on Trumbull and Rosa Parks Boulevard.

** ALL permits and license requirements must be fulfilled for an approval status **

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event; Contracted with The Corner Ballpark Security to Provide Private Security Services
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with Rapid Response to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted; No Permit Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permit Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Barricades Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Liquor License Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low Impact on Buses

MAYOR'S OFFICE

Signature: B. Luque

Date: 9-24-19

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Thursday, September 26, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
POLICE DEPARTMENT FIRE DEPARTMENT
MUNICIPAL PARKING DEPARTMENT TRANSPORTATION DEPARTMENT
BUSINESS LICENSE CENTER PLANNING AND DEVELOPMENT DEPARTMENT

1104 *Arthritis Foundation, request to hold "Jingle Bell Run" at Corner Ballpark - 1680 Michigan Ave, on December 7, 2019 from 9:00 AM to 11:30 AM with setup and tear down to be completed on the event date, 12-7-19.*

City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the special events guidelines, please print them out for reference. You are required to complete the information below so that the City of Detroit can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the City of Detroit Clerk's Office at least 60 days prior to the first day of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets or maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: Jingle Bell Run

Event Location: Corner Ballpark - 1600 Michigan Ave., Detroit

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Arthritis Foundation

Organization Mailing Address: 888 W. Big Beaver, Suite 305, Troy, MI 48064

Business Phone: 248-469-4406

Business Fax:

Federal Tax ID # 58-1341679

If registered as a non-profit, indicate non-profit ID number and attach a copy of the certificate.

Applicant Name: Bill Wenzell

Title/Role: Development Director

Email Address: wwenzell@arthritis.org

Mailing Address: 888 W. Big Beaver, Suite 305, Troy, MI 48064

Business Phone: 248-469-4406

Business Fax::

Event On-Site Contact Person:

Mailing Address: Same as above

Business Phone:

Business Fax:

List name/phone number of person(s) authorized to make decisions for the organization/event (indicate role/responsibility).

List Event Sponsors: Meijer, McShane's, Novartis, Vence

Event Elements (check all that apply)

☐ Walkathon

☐ Carnival/Circus

☐ Concert/Performance

☒ Run/Marathon

☐ Bike Race

☐ Religious Ceremony

☐ Political Event

☐ Festival

☐ Filming

☐ Parade

☐ Sports/Recreation

☐ Rally/Demonstration

☐ Convention/Conference

☐ Fireworks

☐ Other: _____

Provide a brief description of your event:

Holiday themed 5K & 10K run. Starts and ends at Corner Ballpark.
Route goes through Corktown and along Riverfront.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date & Time: 12-7 at 6AM Complete Set-up Date & Time: 12-7 at 9AM

Event Start Date & Time: 12-7 at 9am Event End Date & Time: 12-7 at 11:30 AM

Begin Tearing Down Date: 12-7 (12-7) Complete Tear Down Date: 1pm (12-7)

Event Times (If more than one day, give times for each day):

Is this the first time you have held this event in the City of Detroit? ☐ Yes ☒ No

If no, what years has the event been held in Detroit?

2013, 2014, 2015, 2016, 2017, 2018

When was the event last held in Detroit?

2018

Where was the event last held in Detroit?

Corner Ballpark

What were the hours last year?

6AM set up - tear down completed by 1pm.

Project Attendance This Year (Minimum - Maximum)?

1000-1400

What is the basis for your projected attendance?

Last year we had about 1000 and we hope
to grow event this year.

Please describe your anticipated/ target audience:

Is this going to be an annual event? ☒ Yes ☐ No

If yes, do you have a preferred/proposed for next year?

Runners and families impacted by arthritis

If a parade is planned. Indicate elements (check all that apply):

☐ People ☐ Balloons

☐ Floats ☐ Animals

☐ Vehicles ☐ Other: _____

☐ Bands

If animals included, specify type, number and how used.

Name of business supplying animal(s):

Contact Person:

Address:

Phone:

City/State/Zip:

Section 3- LOCATION/SITE INFORMATION

Location of Event: Corner Ballpark - 1600 Michigan Avenue

Facilities to be used (circle): Street Sidewalk Park City Facility

Please attach a site plan which illustrates the anticipated layout of your event including the following:

- | | |
|-----------------------------------|--|
| -Public entrance and exit | -Location of First Aid |
| -Location of merchandising booths | -Location of fire lane |
| -Location of food booths | -Proposed route for walk/run |
| -Location of garbage receptacles | -Location of tents and canopies |
| -Location of beverage booths | -Sketch of street closure |
| -Location of sound stages | -Location of bleachers |
| -Location of hand washing sinks | -Location of press area |
| -Location of portable restrooms | -Sketch of proposed light pole banners |
- Attached

Section 4- ENTERTAINMENT

What type of entertainment will be used? (check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Singers | <input type="checkbox"/> Magician |
| <input type="checkbox"/> Musicians | <input type="checkbox"/> Story Telling |
| <input type="checkbox"/> Comedians | <input type="checkbox"/> Other: _____ |

Describe the entertainment for this year's event:

Church Choir singing Holiday Songs

List proposed entertainers and/or bands performing at the event:

Greater Love Gospel Chorus

Will a sound system be used? ☐ Yes ☒ No

If yes, what type of sound system? _____

☐ Acoustic-audible, sound heard within natural range

☐ Amplified-augmented, sound increased to broaden range

The amplified sound will be used: _____

Will the event consist of a musical concert? ☐ Yes ☒ No

If yes, what type of music? (check all that apply)

☐ Live ☐ Recorded ☐ Karaoke/Lip-synch

Describe specific power needs for entertainment and/or music: _____

How many generators will be used? _____

How will the generators be fueled? _____

Name of vendor providing generators: _____

Contact Person: _____

Address:

Phone:

City/State/Zip:

Section 5- COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to use to attract participants:

☐ Radio (Specify stations):

☒ Television (Specific stations): Fox 2 will have live coverage

☐ Newspapers (specify papers):

☐ Web site (identify web address):

☐ Public Relations or Marketing Firm (Specify):

Contact Info:

☐ Raffle (List Item(s)):

☐ Billboards

☒ Flyers

☐ Street Banners

☒ Other (specify): Social media

NOTE: All raffles subject to laws of State/City.

Section 6- SALES INFORMATION

Will there be advanced ticket sales? ☐ Yes ☐ No

If yes, please describe:

Will there be on-site ticket sales? ☐ Yes ☐ No

If yes, list price(s):

Will food be sold? ☐ Yes ☒ No

If yes, please pick up Special Events Vendor Packet in Suite 105:

Will merchandise be sold? ☐ Yes ☒ No

If yes, describe:

Will a percentage of the proceeds be distributed to a charitable organization? ☒ Yes ☐ No

If yes, describe: All registration fees and donation go to the Arthritis Foundation

If the event is a fundraiser, identify charity or recipient of funds:

Arthritis Foundation

Will there be vending or sales? ☐ Yes ☒ No

If yes, check all that apply:

☐ Food

☐ Merchandise

☐ Non-Alcoholic Beverages

☐ Alcoholic Beverages

☐ Other (specify):

Indicate type of items to be sold:

Will these be exclusive vendors or outside vendors? (please describe): _____

Section 7- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Existing park contract security will be used.

Contact Person: _____

Address: _____ Phone: _____

City/State/Zip: _____

Number of Private Security Personnel Hired Per Shift: _____

Are the private security personnel (check all that apply):

☐ Licensed

☐ Armed

☐ Bonded

Describe the emergency evacuation plan: _____

Describe the parking plan to accommodate anticipated attendance: Utilizing Ford and PAL parking lots

How will you advise attendees of parking options? Email and volunteers and signs directing traffic.

Are you seeking a group parking rate? No.

Section 8- COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

Temporary Street Closures

Have local neighborhood groups/businesses approved your event?

☒ Yes ☐ No

Indicate what steps you have or will take to notify them of your event:

Attending Corktown Business Assn. meetings, distribute flyers in neighborhood

Indicate contact names and phone numbers (for verification) or attach approved letter(s):

Bob Roberts - President of Corktown Business Assn. 313.961-1960

Section 9- EVENT SET-UP

Complete the appropriate categories that apply to the event.

Structure

How Many?

5

Size/Height

10x10

Booth

5

Tent (enclosed on 3 sides)

Canopy (open on all sides) _____

Staging/Scaffolding _____

Bleachers _____

Company:

Grill

☐ Gas ☐ Charcoal ☐ Electrical ☐ Propane

Fireworks (Pyrotechnics)

☐ Aerial ☐ Stage

Provide Sketch:

Portable Restrooms:

☐ Standard ☐ ADA Accessible

Vehicles

Type/Weight: _____

Other: _____

NOTE: Specific requirements must be met and special approval must be received by the Detroit Fire Department.

Will additional electrical wiring need to be installed? Specify locations, voltage, amperage, and phase.

Will additional utility services be used (power, water, etc.)? Please describe.

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance.

Section 10- COMPLETE ALL THAT APPLY

Name of Sanitation Company collecting refuse and garbage?

Provided by Corner Ballpark

Contact Person: Van Daffin

Address: 1680 Michigan Ave, Detroit

Phone: 313-833 1600

City/State/Zip Detroit 48216

Name of company providing emergency medical services?

Contact Person: Jason Hasmer - Rapid Response 734-564-0004

Address: jhasmer@rrms.com

City/State/Zip: _____

Name of company providing porta-johns.

Contact Person: _____

Address: _____

Phone: _____

City/State/Zip: _____

Name of private catering company?

Contact Person: _____

Address: _____

Phone: _____

City/State/Zip: _____

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval.

Attach a map or sketch of the proposed area for closure.

STREET NAME: _____

FROM
TO

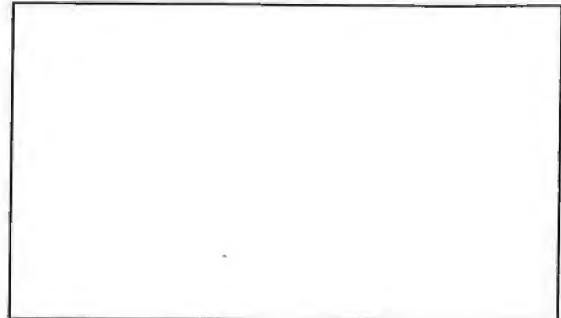
Closure Dates: _____

Beg. Time: _____

End Time: _____

Reopen Date: _____

Time: _____



STREET NAME: _____

FROM _____
TO _____

Closure Dates: _____
Beg. Time: _____
End Time: _____
Reopen Date: _____
Time: _____

STREET NAME: _____

FROM _____
TO _____

Closure Dates: _____
Beg. Time: _____
End Time: _____
Reopen Date: _____
Time: _____

STREET NAME: _____

FROM _____
TO _____

Closure Dates: _____
Beg. Time: _____
End Time: _____
Reopen Date: _____
Time: _____

Requested City Equipment

Provided In: _____ (year)

Current Request: _____ (year)

Street Closures:

☐ Posting no parking signs

☐ Light pole

☐ Electrical Services

☐ Storage for Trailers/Trunks

Barricades are not available from the City of Detroit.

ADDITIONAL INFORMATION

Is there any additional information that you feel is important to mention regarding your event or additional requests?

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulation established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

Cynthia L. Wynn

Signature of Applicant

4-22-19

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

The Corner Ballpark presented by Adient
Emergency Action Plan

EMERGENCY ACTION PLAN

for

Facility Name: The Corner Ballpark presented by Adient

Facility Address: 1680 Michigan Ave Detroit, MI 48216

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

(Highest Ranking Manager at The Corner Ballpark presented by Adient site)

Name: Greg Hicks

Phone: (313-833-1600)

EMERGENCY COORDINATOR:

Name: Dave Greenwood

Phone: 313-686-4999

AREA/FLOOR MONITORS (If applicable):

Area/Floor: Downstairs Office Name: Lisa Kravitz Phone: 248-763-4899

Area/Floor: Upstairs Banquet Facility Name: VeronCia Daffin Phone: 313-999-5200

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: EVENTS TEAM

Phone: (313-833-16000)

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 - 73684700. Emergency exits
 - 73684701. Primary and secondary evacuation routes
 - 73684702. Locations of fire extinguishers
 - 73684703. Fire alarm pull stations' location
 - a. Assembly points
- Site personnel should know at least two evacuation routes.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- ☐ Paramedics
- ☐ Ambulance
- ☐ Fire Department
- ☐ Other

Provide the following information:

- a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number)
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Greg Hicks

Phone: 313-425-1096

Name: Dave Greenwood

Phone: 313-686-4999

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling **911**.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
 - ☐ Voice Communication
 - ☐ Radio
 - ☐ Front Desk Phone
 - ☐ Other (specify)
 - ☐ Intercom

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate headcount of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ **TIME:** _____ **DATE:** _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____

APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS

☐ Loud ☐ Soft
☐ High Pitch ☐ Deep
☐ Raspy ☐ Pleasant
☐ Intoxicated ☐ Other _____

ACCENT

☐ Local ☐ Not Local
☐ Foreign ☐ Region
☐ Race

SPEECH

☐ Fast ☐ Slow
☐ Distinct ☐ Distorted
☐ Stutter ☐ Nasal
☐ Slurred ☐ Other _____

MANNER

☐ Calm ☐ Angry
☐ Rational ☐ Irrational
☐ Coherent ☐ Incoherent
☐ Deliberate ☐ Emotional
☐ Righteous ☐ Laughing

LANGUAGE

☐ Excellent ☐ Good
☐ Fair ☐ Poor
☐ Foul ☐ Other _____

BACKGROUND NOISES

☐ Factory ☐ Trains
☐ Machines ☐ Animals
☐ Music ☐ Quiet
☐ Office ☐ Voices
☐ Machines ☐ Airplanes
☐ Street ☐ Party
☐ Traffic ☐ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING KEEP CALLER TALKING IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at 911 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

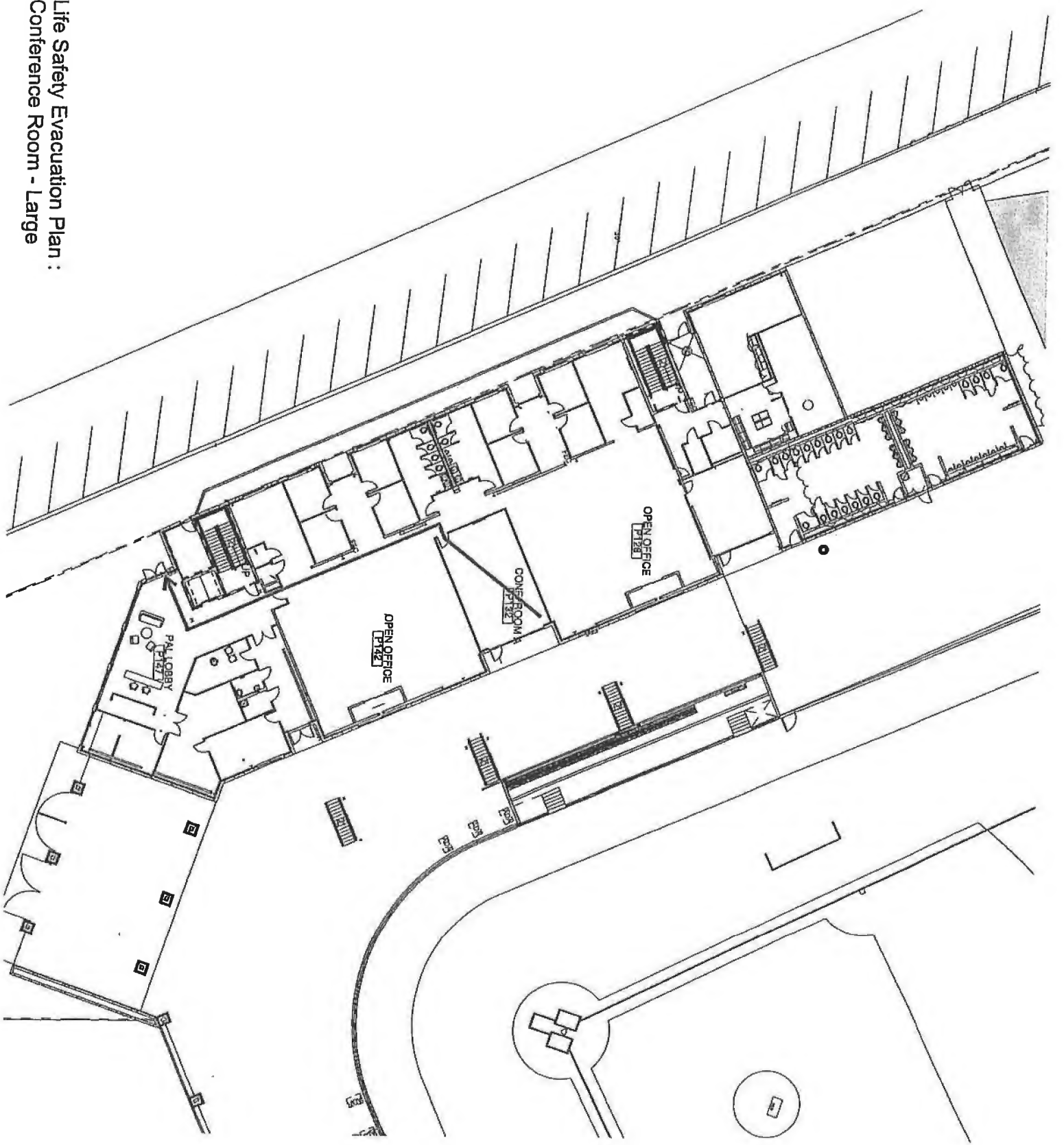
If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the

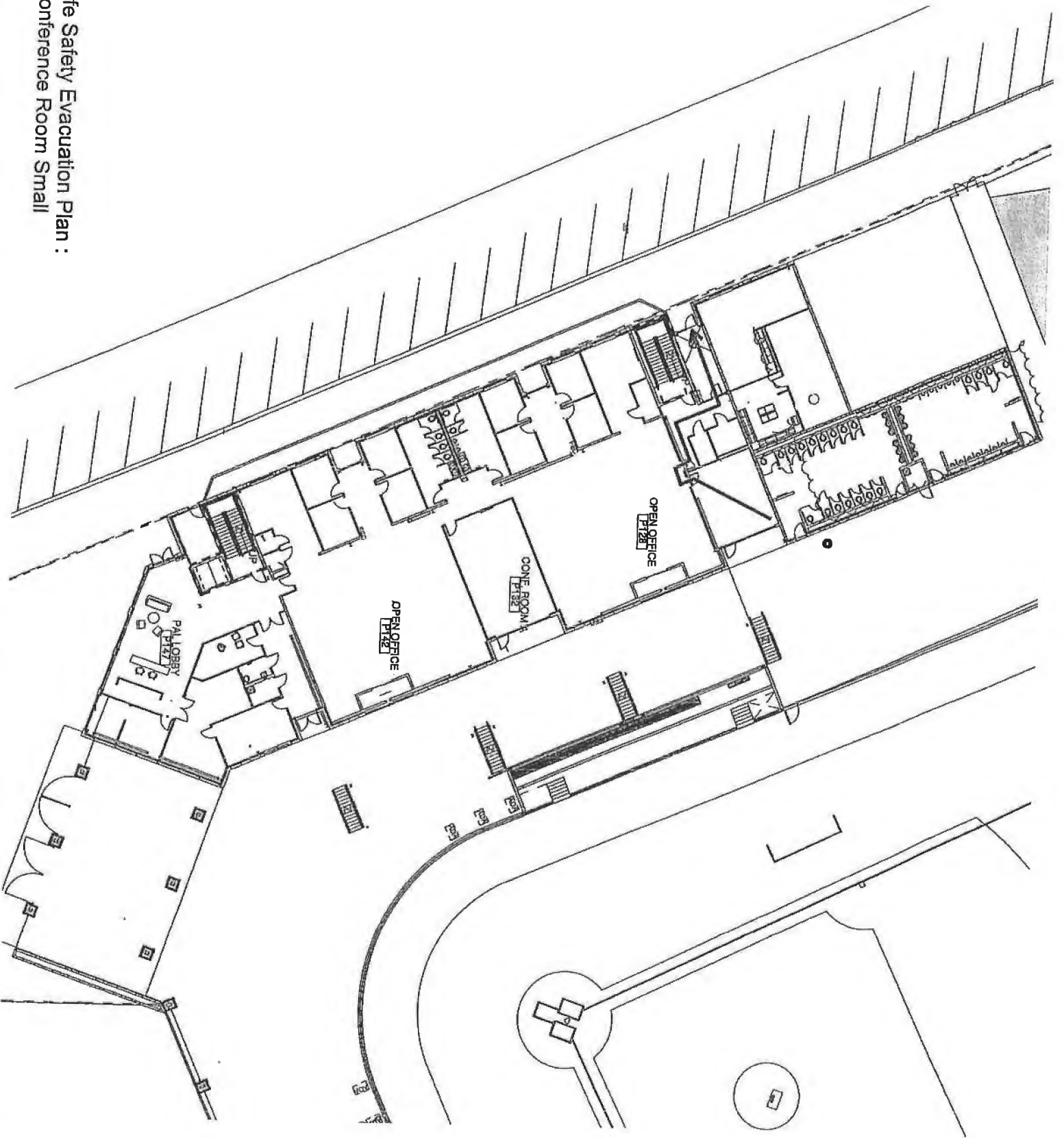
wind.

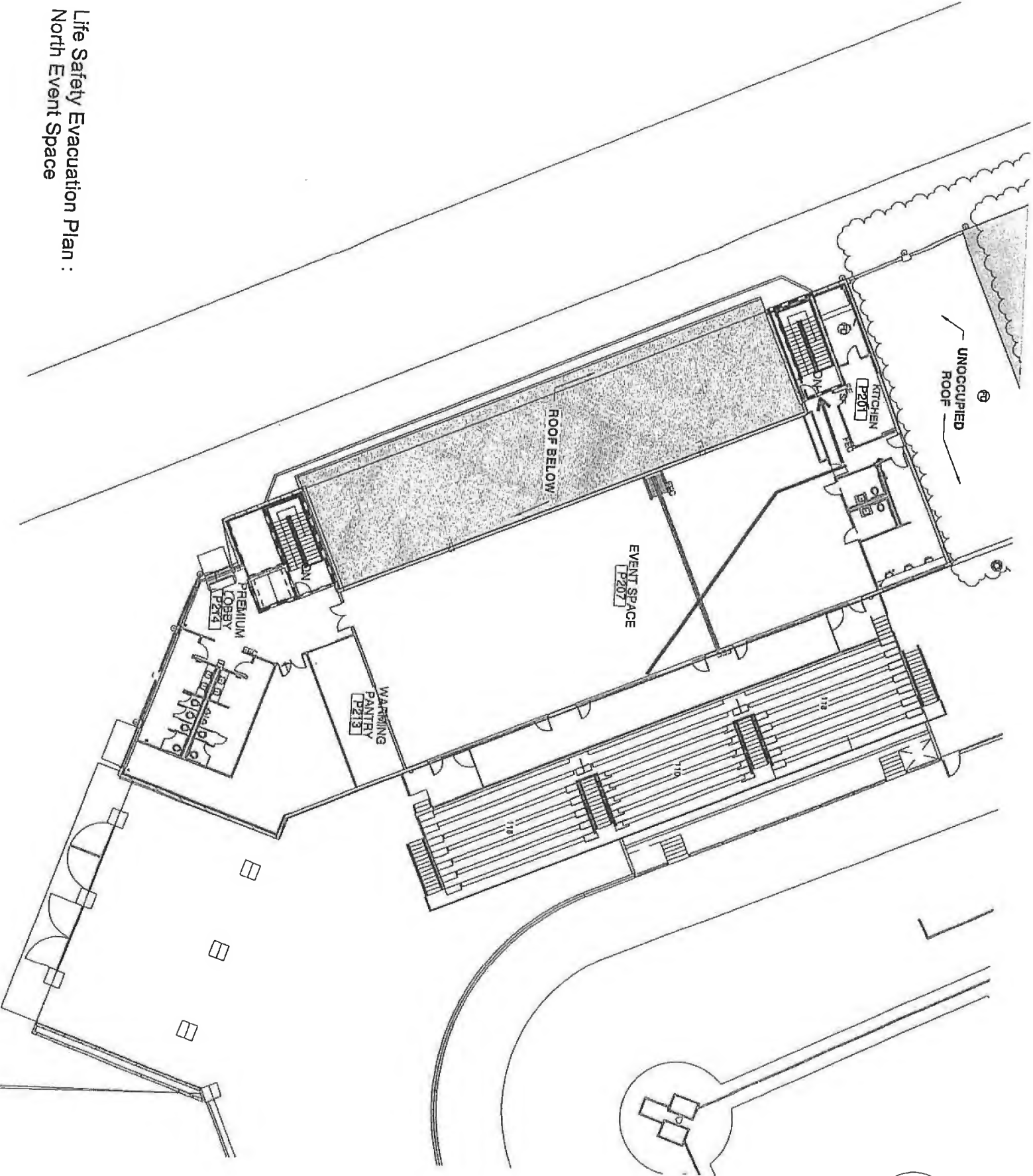
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

Life Safety Evacuation Plan :
Conference Room - Large

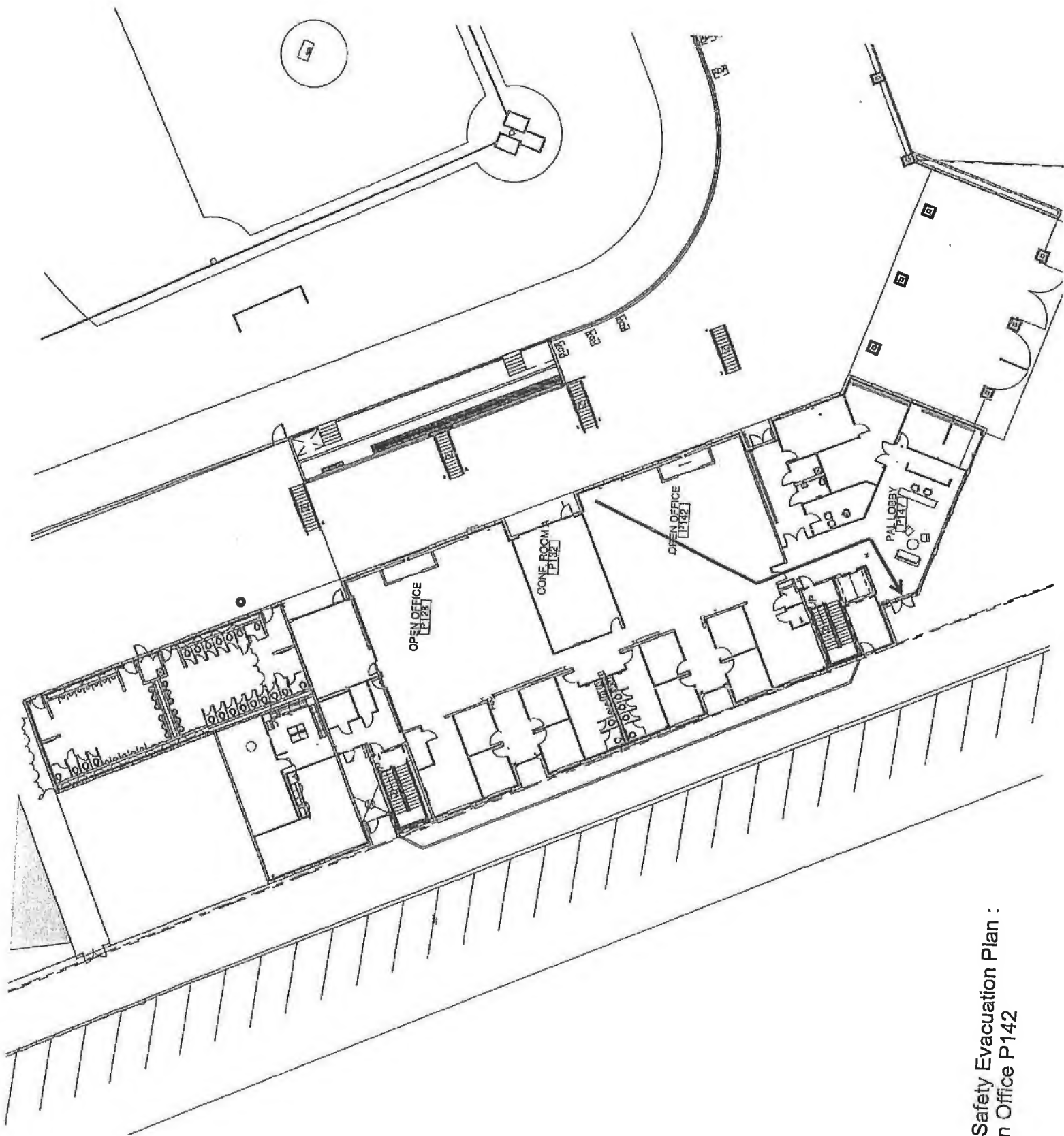


Life Safety Evacuation Plan :
Conference Room Small

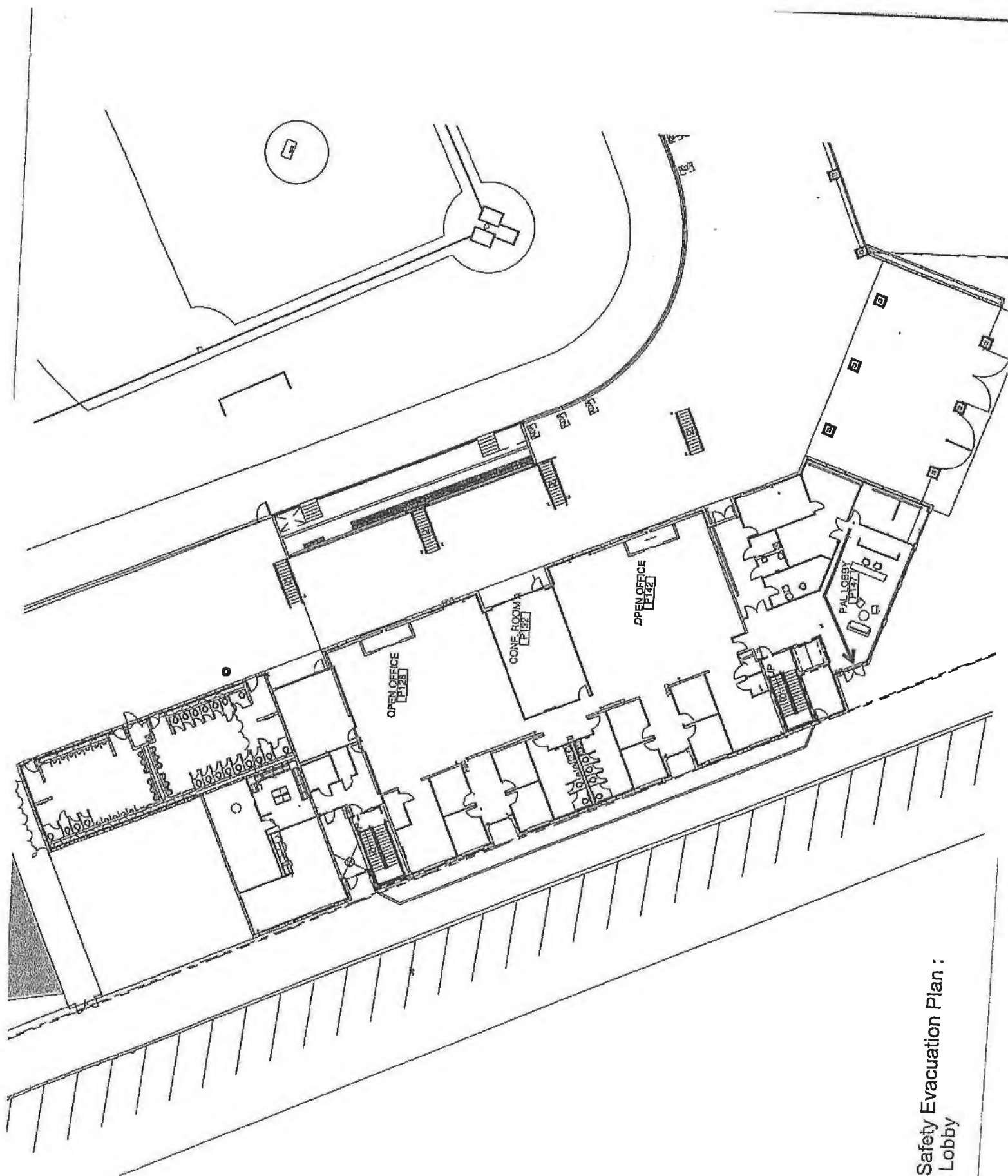




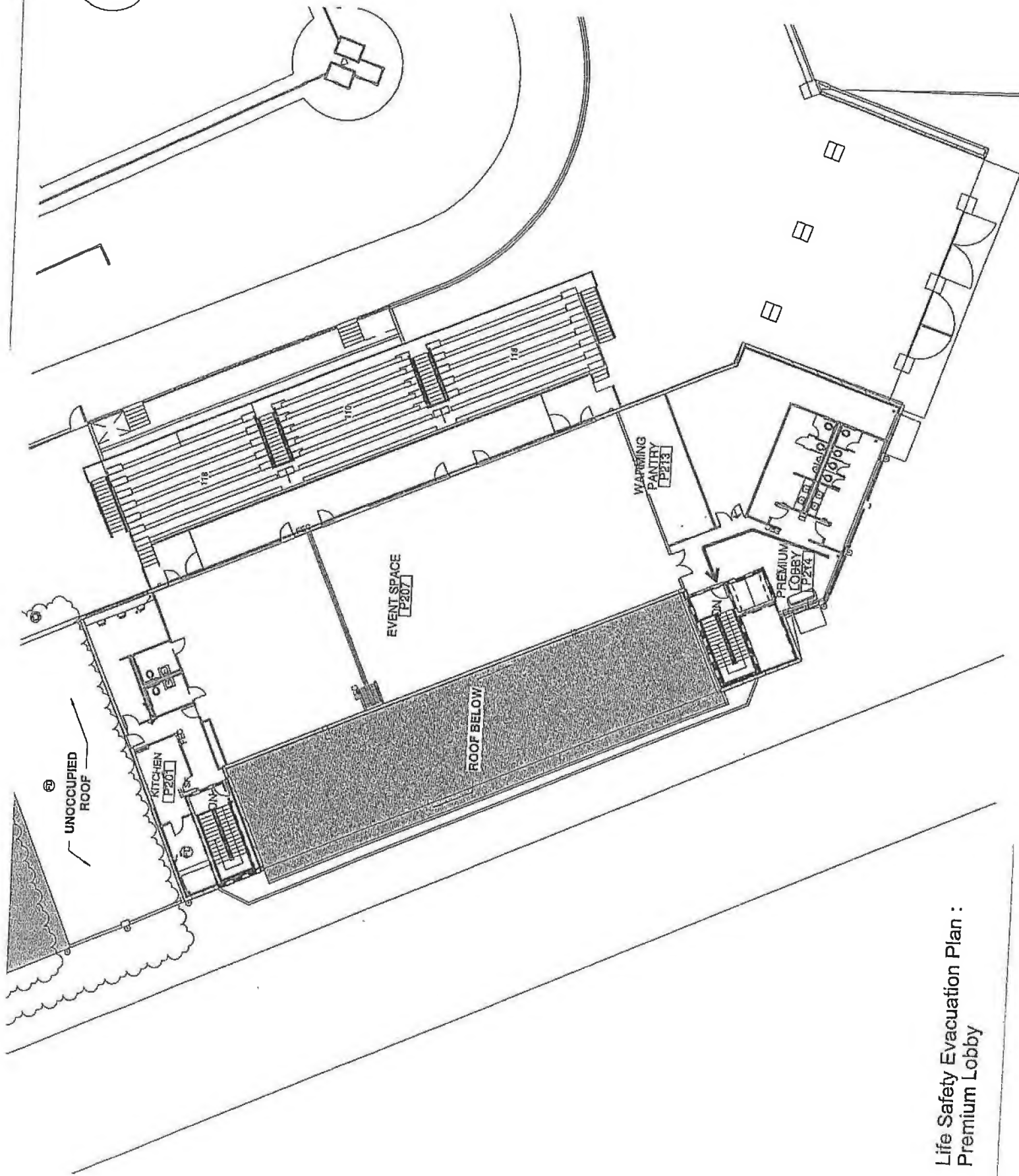
Life Safety Evacuation Plan :
North Event Space



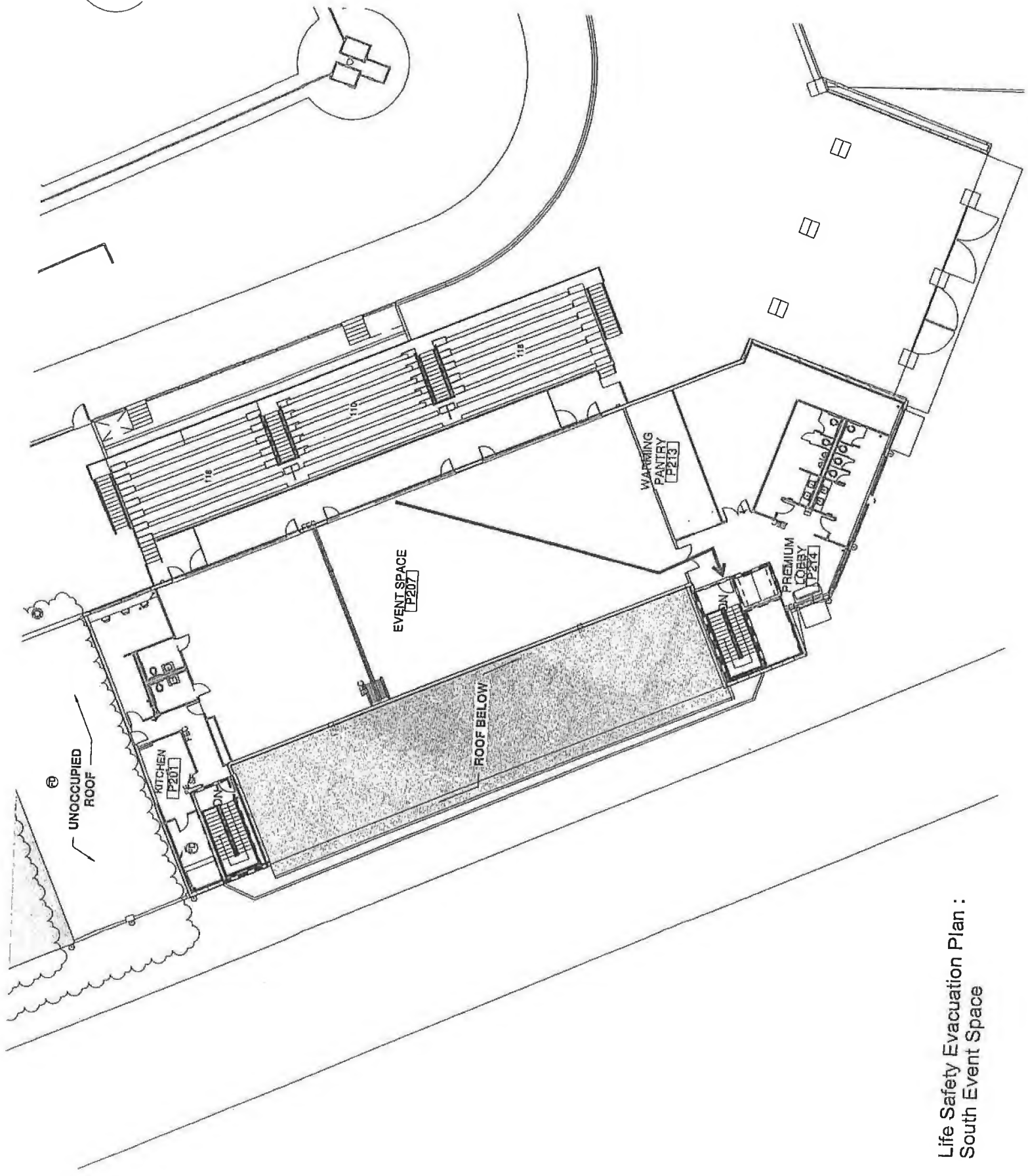
Life Safety Evacuation Plan :
Open Office P142



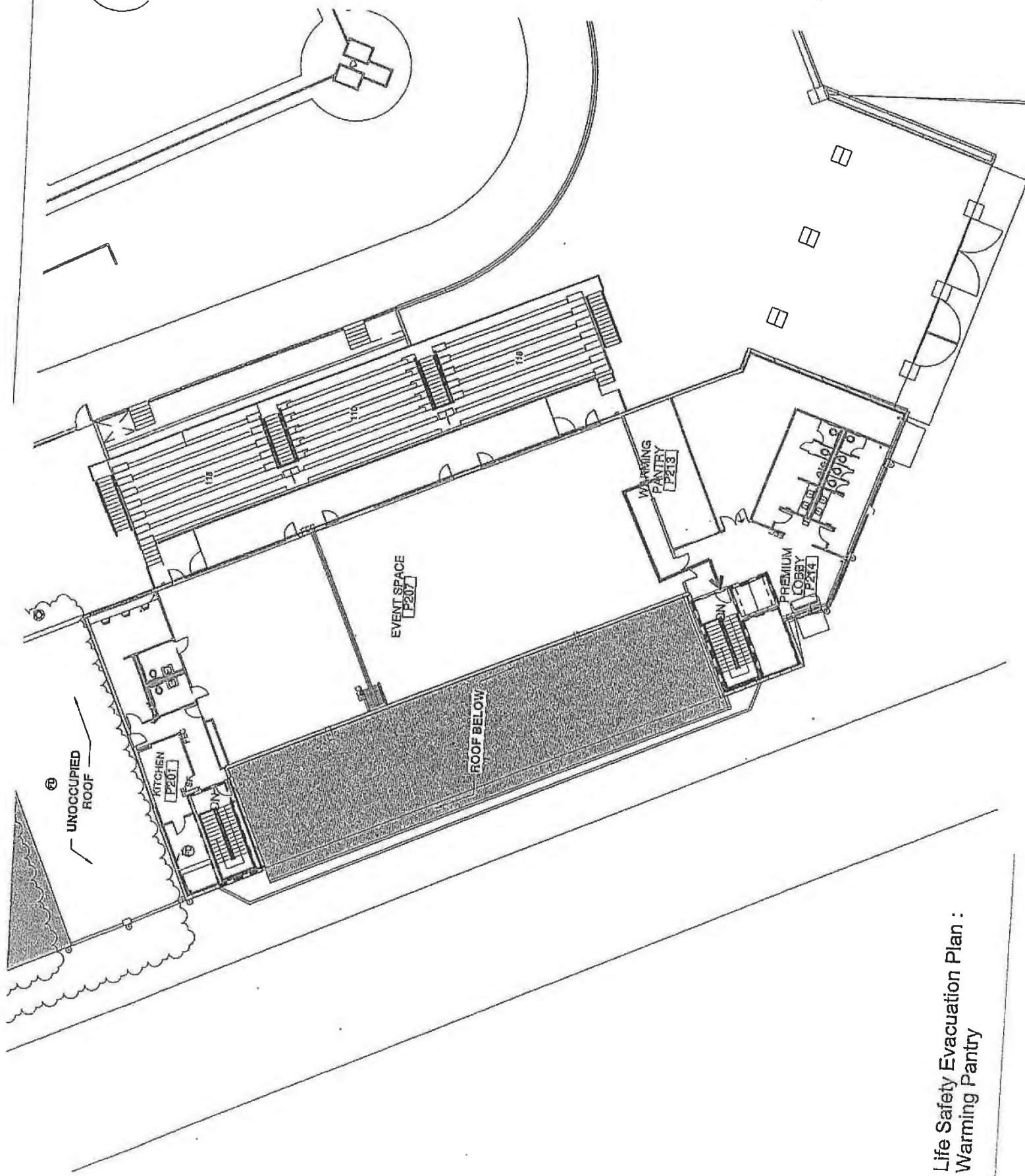
Life Safety Evacuation Plan :
PAL Lobby



Life Safety Evacuation Plan :
Premium Lobby



Life Safety Evacuation Plan :
South Event Space



Life Safety Evacuation Plan :
Warming Pantry

2018 Jingle Bell Run Detroit

5K Route Map

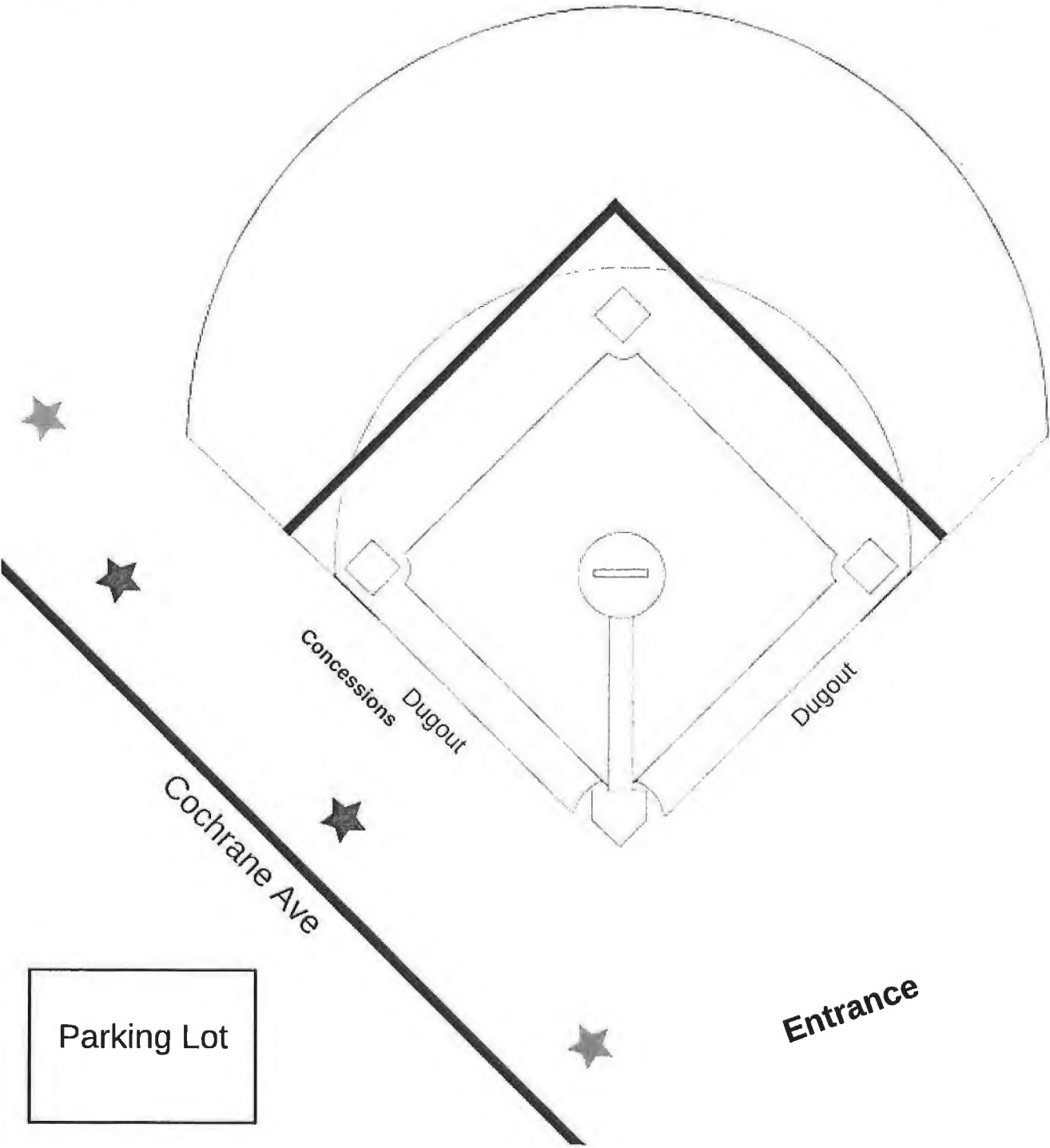


2018 Detroit Jingle Bell Run 5K

Direction	Street	Travel Bearing	Notes
	START		
	Cochrane St	South	
	Michigan Ave	West	
	Rosa Parks	South	Stay in Northbound lanes
			
	Detroit Riverwalk	South	Enter West Riverfront Park
	Detroit Riverwalk	East	West Riverfront Park
	Detroit Riverwalk	North	Exit West Riverfront Park
	W. Jefferson AVE	East	
	Sixth St	North	Curved Overpass
	Labrosse St.	West	
	Rosa Parks	North	Stay in Northbound lanes
	Michigan Ave	East	
	Cochrane St	North	Finish

I-75 Service Drive

Michigan Ave



Concessions
Dugout

Dugout

Entrance















Parking Lot

Cochrane Ave

10K Route Map



2019 Detroit Jingle Bell Run 10K

Direction	Street	Travel Bearing	Notes
START	Cochrane St	South	
	Michigan Ave	West	
	Rosa Parks	South	Stay in Northbound lanes
	Detroit Riverwalk	South	Enter West Riverfront Park
	Detroit Riverwalk	East	West Riverfront Park
	Detroit Riverwalk	North	Exit West Riverfront Park
	W. Jefferson AVE	East	Stay in Eastbound lanes
	Steve Yzerman Dr.	South	
	Detroit Riverwalk	South	Continue straight, back on to Riverwalk
	Detroit Riverwalk	East	Joe Louis Arena
	Detroit Riverwalk	Right U-Turn	Past Carousel, before Man in the City Sc
	Detroit Riverwalk	North	Joe Louis Arena, exiting the Riverwalk
	Steve Yzerman Dr.	North	Continue straight
	W. Jefferson AVE	East	Stay in Eastbound lanes
	Sixth St	North	Curved Overpass



Labrosse St.

West



Rosa Parks

North

Stay in Northbound lanes



Michigan Ave

East



Cochrane St

north

Finish

2019-09-26

1104

1104 *Petition of Arthritis Foundation,
request to hold "Jingle Bell Run" at
Corner Ballpark - 1680 Michigan Ave,
on December 7, 2019 from 9:00 AM to
11:30 AM with setup and tear down to
be completed on the event date, 12-7-
19.*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
POLICE DEPARTMENT FIRE DEPARTMENT
MUNICIPAL PARKING DEPARTMENT
TRANSPORTATION DEPARTMENT
BUSINESS LICENSE CENTER PLANNING AND

MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ APPROVED ☐ DENIED ☐ N/A ☐ CANCELEDPetition #: 1089 Event Name: Junior League of Detroit Designers' Show House Sneak-a-PeekEvent Date: October 11 - 13, 2019Street Closure: NoneOrganization Name: The Junior League of Detroit, Inc.Street Address: 32 Lake Shore Road Grosse Pointe, MI 48236

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- ☐ Walkathon ☐ Carnival/Circus ☐ Concert/Performance ☐ Run/Marathon
☐ Bike Race ☐ Religious Ceremony ☐ Political Ceremony ☐ Festival
☐ Filming ☐ Parade ☐ Sports/Recreation ☐ Rally/Demonstration
☐ Fireworks ☐ Convention/Conference ☒ Other: Home Tour
☐ **24-Hour Liquor License**

Petition Communications (include date/time)

A private home in Indian Village located at 1771 Seminole will be open to the general public for viewing from Friday at 4:00pm - 8:00pm; Saturday at 10:00am - 4:00pm and Sunday 12:00pm - 4:00pm.

**** ALL permits and license requirements must be fulfilled for an approval status ****

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD will Provide Special Attention
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Barricades Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

MAYOR'S OFFICE

Signature: B. Lusher

Date: 9-24-19

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Thursday, September 19, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
POLICE DEPARTMENT FIRE DEPARTMENT
BUILDINGS SAFETY ENGINEERING BUSINESS LICENSE CENTER
MUNICIPAL PARKING DEPARTMENT

1089 *Junior League of Detroit, request to hold the Junior League of Detroit
Designers' Show House Sneak-A-Peek event at 1771 Seminole St from 10-11-19
to 10-13-19 with set-up to start 10-7-19 at 9am and teardown to conclude 10-
17-19*

10/11-10/13, 2019

City of Detroit Special Events Application

1089

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: Junior League of Detroit Designers' Show House Sneak-A-Peek

Event Location: 1771 Seminole Street Detroit MI 48214

Is this going to be an annual event? ☐ Yes ☒ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: The Junior League of Detroit, Inc.

Organization Mailing Address: 32 Lake Shore Road Grosse Pointe Farms MI 48236

Business Phone: (313)881-0040

Business Website: www.jldetroit.org

Applicant Name: Dianne Bostic Robinson

Business Phone: (313)881-0040

Cell Phone: (313)477-0264

Email: robin664@yahoo.com

Event On-Site Contact Person:

Name: Jade Savage

Business Phone: (313)596-0376

Cell Phone: (313)680-0280

Email: jmsavage87@gmail.com

Event Elements (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony |
| <input type="checkbox"/> Political Event | <input type="checkbox"/> Festival | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks | <input checked="" type="checkbox"/> Other: <u>Home Tour</u> |

Projected Number of Attendees: 2500

Please provide a brief description of your event:

A private home will be opened for touring to the general public, over one weekend, Friday-Sunday, in October. The entrance fees charged will be used to benefit the philanthropic efforts of the Junior League of Detroit.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date : 10/07/2019 Time: 9:00 am Complete Set-up Date: 10/10/2019 Time: 8:00 pm
- 7:00 pm

Event Start Date: 10/11/2019 Time: 4:00 pm Event End Date: 10/13/2019 Time: 4:00 pm

Begin Tearing Down Date: 10/13/2019 Complete Tear Down Date: 10/17/19

Event Times (If more than one day, give times for each day):

10/11/2019 4:00 pm - 8:00 pm, 10/12/2019 10:00 am - 4:00 pm, 10/13/2019 12:00 pm - 4:00 pm

Section 3- LOCATION/SITE INFORMATION

Location of Event: 1771 Seminole Street Detroit MI 48214

Facilities to be used (circle): Street Sidewalk Park City
Facility

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage stages
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event: NA

Will a sound system be used? ☐ Yes ☒ No

If yes, what type of sound system?

Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☐ Yes ☒ No

If yes, please describe:

Will there be on-site ticket sales? ☒ Yes ☐ No

If yes, list price(s): \$10.00

Will there be vending or sales? ☒ Yes ☐ No

If yes, check all that apply:

[] Food [X] Merchandise [] Non-Alcoholic Beverages [] Alcoholic Beverages

Indicate type of items to be sold: Flowers & fall themed items

Will there be food trucks? ☐ Yes ☒ No

If yes, please list how many:

Will there be a charge for parking? ☐ Yes ☒ No

If yes, please describe the amount:

How will you advise attendees of parking options?

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: NA

Contact Person:

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

☐ Licensed

☐ Armed

☐ Bonded

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

There will be some impact on parking, but there is plenty of parking available on Seminole and Iroquois Streets. Additional parking can also be found on Kercheval and St Paul. We are also looking to partner with local churches in the area to provide additional parking.

Have local neighborhood groups/businesses approved your event?

☒ Yes

☐ No

Indicate what steps you have or will take to notify them of your event:

The Designers' Show House Chairs have formally connected with and presented to the Indian Village Association Board. The IVA Board has approved the Junior League of Detroit hosting the Designers' Show House in Indian Village and is continuing to be very supportive of our efforts. We have also worked to make local neighbors aware of the event, and the Indian Village Association has helped with these efforts.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

Describe specific power needs for entertainment and/or music. If generators will be used, described how many and how they will be fueled: NA

Name of vendor providing generators: Contact Person: NA

Address:

Phone:

City/State/Zip

	How Many?	Size/Height
Booth	NA	
Tents (enclosed on 3 sides)	NA	
Canopy (open on all sides)	NA	
Staging/Scaffolding	NA	
Bleachers	NA	

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services? NA

Contact Person:

Address:

City/State/Zip:

Name of company providing port-a-johns. NA

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company? NA

Contact Person:

Address:

Phone:

City/State/Zip:

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Will there be street closures? ☐ Yes ☒ No

If yes, please complete the street closure information below and attach a map or sketch of the proposed area for closure.

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

REOPEN DATE: _____ **TIME:** _____

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

REOPEN DATE: _____ **TIME:** _____

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

REOPEN DATE: _____ **TIME:** _____

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

REOPEN DATE: _____ **TIME:** _____

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

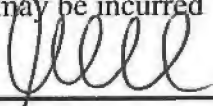
REOPEN DATE: _____ **TIME:** _____

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.



Signature of Applicant

08.27.19

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

(Please Print)

Event Name: Junior League of Detroit Designers' Show House Sneak-A-Peek

Event Date: October 11th - 13th, 2019

Event Organizer:

Dianne Bostic Robinson

Applicant Signature: 

Date: 08.27.19

SNEAK A PEEK EVENT DESCRIPTION

LOCATION:

2020 Junior League of Detroit Designers' Show House
1771 Seminole St, Detroit, MI

DATES:

Friday October 11, 2019 - 4 PM to 8 PM
Saturday October 12, 2019 - 10 AM to 4 PM
Sunday October 13, 2019 - 12 PM to 4 PM

DESCRIPTION:

The Junior League of Detroit, a 501(c)(3), established in 1914, has held 22 Designers' Show Houses since 1976. The Sneak A Peek is an essential component to this event as it provides the public a first glance at the home before Interior Designers begin to work.

EVENT DETAILS:

- A. Renovations are currently being done by the General Contractor, Holcomb Development Company. All construction equipment and debris will be removed prior to Sneak A Peek. Furthermore, no active construction or work of any kind will occur during Sneak A Peek.
- B. House will be cleaned prior to the event.
- C. Junior League of Detroit (JLD) will create a pathway for visitors to go through the House. The pathway will be secured by ropes and stanchions and JLD members will be posted in many areas of the House to ensure pathway is followed. Clear signage/markings will be placed throughout the home alerting guest of stairs or trip hazards.
- D. Fire extinguishers will be placed and clearly identified on each floor with a sign on the wall as well as marked on a floor plan (posted throughout the House as well as in the Volunteer Room).
- E. Flashlights will be located with the fire extinguishers.
- F. Emergency Exit signs will be posted on each floor.
- G. First Aid Kit will be available on site.
- H. Safety and emergency procedures will be given to all volunteers prior to the event and at the event as well.
- I. Visitors will purchase an admission ticket outside the House and be let in by a member of the JLD.
- J. Visitors will follow the designated pathway through the House and exit into the backyard.
- K. Traffic flow will be constantly monitored to limit number of visitors in the House at any given time.
- L. JLD has contact information for NPO Beverly Wilson of the 7th Precinct and will be communicating with them to further ensure public safety.

For any questions, please contact one of the following Designers' Show House chairs:

Liana Dabir 313.618.4928

Diane Bostic Robinson 313.477.0264

Anne Reese 313.903.1154



Dear Seminole Street Neighbor,

The Junior League of Detroit (JLD) is honored to be hosting our 23rd Designers' Show House – and second in the city of Detroit – at 1771 Seminole Street in the Historic Indian Village District in the Spring of 2020. This biennial event is a 40-year tradition for the JLD and through it we have raised more than \$5 million dollars to support our local philanthropic efforts in Greater Detroit.

Prior to renovations starting on the home, we will be hosting our Sneak-A-Peek weekend October 11-13, 2019. This event is part of our biennial fundraiser and offers the public a first glance at the selected house before interior designers start working in their assigned space. The hours for this event are 4:00 – 8:00 p.m. on October 11th, 10:00 a.m. – 4:00 p.m. on October 12th, and 12:00 – 4:00 p.m. on October 13th.

Due to the excitement surrounding the opening of the decorated Show House in the Spring, we anticipate many people in attendance during these three days. Please know that we aim to be an outstanding citizen while in your neighborhood and apologize for any inconvenience this may cause you. We are asking for visitors to be mindful and respectful of private property and driveways while visiting the house and we are working with the local police precinct to pay special attention to the neighborhood during the Sneak-A-Peek weekend.

Renovations to the kitchen and several bathrooms will begin this Fall, and next Spring approximately 30 interior designers will redesign the other rooms in the house. The Show House will then be open for Public Tours from May 15 – June 14, 2020. More information can be found at www.jldetroit.org/designers-show-house.

The Junior League of Detroit is a dynamic group of women leaders who have been making change happen since 1914. For over 100 years, we have been striving to promote voluntarism, develop the potential of women, and improve communities through the effective action and leadership of trained volunteers. Since 1914 the Junior League of Detroit has completed 53 major projects in and around the City of Detroit and awarded over \$250,000 dollars in community grants. Our 2020 Designers' Show House will support the League's local philanthropic efforts, including our key community impact initiative 'Project EAT' which helps create a more food secure community by providing Education, Access, and Tools to those in need.

We look forward to sharing your beautiful neighborhood and homes as we highlight the best of home design in our great city. ASPIRE DESIGN AND HOME magazine, our national media sponsor, will also showcase Indian Village to a national audience. Please feel free to contact us should you have any questions about Sneak-A-Peek or the Designers' Show House. Contact Sneak-A-Peek event co-chair Jade Savage at 313-680-0280. For all other questions related to the Designers' Show House, please email Dianne Bostic Robinson at robin664@yahoo.com.

We are excited and honored to be hosting this years' home in the city we have proudly served for over 100 years – thank you for your support.

Sincerely,
Designers' Show House Chairmen
Liana Dabir, Dianne Bostic Robinson, and Anne Reese

NEIGHBORHOOD NOTIFICATION FORM

If your Special Event does not require street closures, parking located in front of a business or residential community, signatures are not required. The Special Events Office requires notification letters to be distributed in the event location. All information must be legible and the business and/or residents name must be included.

Complete the chart below with your letter distribution details.

Name	Address	Phone Number	Signature	Date
Amel Hill	1782 Seminole	315 972 3611	Amel Hill	8.13-19
Berge Palmer	1764 Seminole	313-571-1866	Berge Palmer	8/13/19
Tracy Tomlinson Williams	1401 Seminole St.	313-473-8307	Tracy Tomlinson Williams	8/15/19
John Renard	1443 Seminole	—	John Renard	8/15/19
Richard Honzelle	1501 Seminole St.	404-431-9189	Richard Honzelle	8/15/19
FRED K RAGE	1731 SEMINOLE	313-922-8221	FRED K RAGE	15 Aug 2019
Taranda White	2115 Seminole	313 300-3598	Taranda White	8/19/19

The list above will be checked randomly for credibility. Any false information will be addressed and the Special Events permit may be revoked. The completed form must be returned to the Special Events Office 30 days before the Special Event. By signing, I verify that the information above is true and confirmed.

Authorized Signature: Quinn Bates Robinson Date: 8/19/19



JUNIO-1

OP ID: RI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aitken & Ormond - New Baltimore P. O. Box 489 New Baltimore, MI 48047 Kelly Aitken-Gwinnell	586-949-5570	CONTACT NAME: Kelly Aitken-Gwinnell PHONE (A/C, No, Ext): 586-949-5570 FAX (A/C, No): 586-949-5170 E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: National Specialty Insurance		10857
INSURER B: Michigan Insurance Co.		
INSURER C: West Bend Mutual		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED Junior League of Detroit 32 Lakeshore Rd Grosse Pointe, MI 48230	
--	--

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		A38459300	01/31/2018	01/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			A38459300	01/31/2018	01/31/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCJ9030250	01/31/2018	01/31/2019	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Director Officers			A38456400	01/31/2018	01/31/2019	D & O \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured: City of Detroit, 1771 Seminole LLC
Dates - October 11th, 12th, 13th, 2019
Location: 1771 Seminole, Detroit, MI. (Indian Village)

CERTIFICATE HOLDER

CANCELLATION

City of Detroit
2 Woodward Ave
Detroit, MI 48226

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Kelly Aitken-Gwinnell

SNARK & REEL
FLOOR PLAN

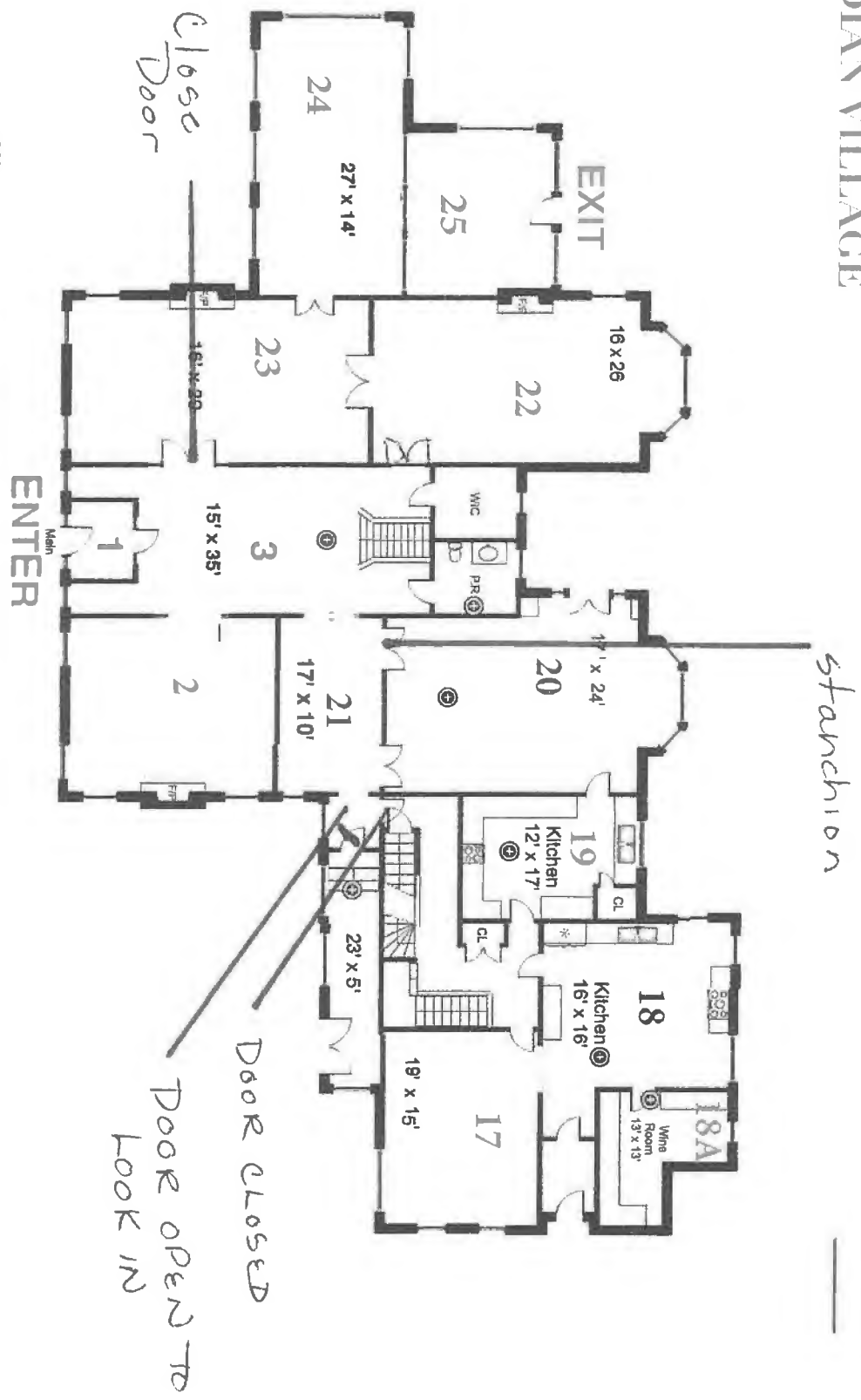
1771 Seminole
INDIAN VILLAGE

FIRST FLOOR

0ft ③

24ft

48ft



The floor plan shows a multi-unit residential building with the following rooms and dimensions:

- Unit 5:** Bedroom 16' x 18', Sun Room, Master Bath.
- Unit 6:** Sun Room, Master Bath.
- Unit 8:** Master Bedroom 18' x 24', Bath.
- Unit 9:** Bedroom 12' x 16', Bath.
- Unit 10:** Bedroom 17' x 16', Bath.
- Unit 11:** Bedroom 19' x 16', WIC, Bath.
- Unit 12:** Bedroom 14' x 17', Bath.
- Unit 13:** Bedroom 11' x 17', Bath.
- Unit 14:** Bedroom 10' x 16', Bath.
- Unit 15:** Bedroom 10' x 12', Bath.
- Unit 16:** Bedroom 10' x 12', Bath.

Handwritten annotations include:

- "Station" (top right)
- "No Access Bedroom Locked" (Unit 5)
- "Close Door" (Unit 8)
- "Go to 3rd Floor after Rm # 11 and go to Room # 12" (bottom right)
- "Return to 2nd Floor" (bottom right)
- "Station" (bottom right)
- "Sun Room" (Unit 5)
- "Master Bath" (Unit 5)
- "WIC" (Unit 11)
- "Bath" (Unit 11)
- "Bath" (Unit 12)
- "Bath" (Unit 13)
- "Bath" (Unit 14)
- "Bath" (Unit 15)
- "Bath" (Unit 16)
- "CL" (Closet)
- "F/P" (Fire Place)

Go to first floor
after Room #16



August 26, 2019

City of Detroit
Media Services Department Special Events
Mrs. Bethine Fisher
2 Woodward Ave. , Room 333
Detroit, MI 48226

Subject:
Junior League of Detroit
2019 Designers' Show House
Sneak A Peek: October 11 – 13, 2019

Dear Mrs. Fisher,

Please find attached the application for the Junior League of Detroit 2019 Designers' Show House Sneak A Peek.

This application is being submitted for informational purposes only as it has been established that no permit was officially required.

Please do not hesitate to contact me at 313-477-0364 should you have any questions.

Kind Regards,

Dianne Bostic Robinson
General Co-Chair

2019-09-19

1089

1089

*Petition of Junior League of Detroit,
request to hold the Junior League of
Detroit Designers' Show House Sneak-
A-Peek event at 1771 Seminole St from
10-11-19 to 10-13-19 with set-up to
start 10-7-19 at 9am and teardown to
conclude 10-17-19*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
POLICE DEPARTMENT FIRE DEPARTMENT
BUILDINGS SAFETY ENGINEERING BUSINESS
 LICENSE CENTER
MUNICIPAL PARKING DEPARTMENT

MAYOR'S OFFICE COORDINATORS REPORT

54

OVERALL STATUS (please circle): ☒ APPROVED ☐ DENIED ☐ N/A ☐ CANCELED

Petition #: 1088 Event Name: RHS Homecoming Parade

Event Date: October 11, 2019

Street Closure: W. Outer Drive, Perry, McNichols

Organization Name: Renaissance High School

Street Address: 6565 W. Outer Drive Detroit, MI 48235

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Run/Marathon |
| <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony | <input type="checkbox"/> Political Ceremony | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Filming | <input checked="" type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> 24-Hour Liquor License | | | |

Petition Communications (include date/time)

The Renaissance High School Homecoming Parade will take place at 6565 W. Outer Drive and the adjacent parking lot from 1:00pm - 2:00pm; with soft street closures on W. Outer Drive, Perry Street and W. McNichols.

** ALL permits and license requirements must be fulfilled for an approval status **

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event; No Permit Required
	Health Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event; No Barricades Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bus. License	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

MAYOR'S OFFICE

Signature: B. Kushner

Date: 9-24-19

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Thursday, September 19, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT POLICE DEPARTMENT
FIRE DEPARTMENT BUSINESS LICENSE CENTER
TRANSPORTATION DEPARTMENT MUNICIPAL PARKING DEPARTMENT

1088 *Renaissance High School, request to hold the RHS Homecoming Parade along Outer Dr, Perry and 6 Mile on 10-11-19 from 1:00 to 2:00 pm with set-up and teardown on the same day.*

City of Detroit Special Events Application

10/11/19

1088

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: RHS Homecoming Parade

Event Location: Renaissance High School

Is this going to be an annual event? ☒ Yes ☐ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Renaissance High School

Organization Mailing Address: 6565 W. Outer Detroit 48235

Business Phone: 3134164600

Business Website: www.detroitk12.org/renaissance

Applicant Name: Verynda Stroughter

Business Phone: 3134164600

Cell Phone: 3134341098

Email: verynda.stroughter@detroitk12.org

Event On-Site Contact Person:

Name: Cindy Powell

Business Phone: 3134164600

Cell Phone: 3132058169

Email: cindy.powell@detroitk12.org

Event Elements (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony |
| <input type="checkbox"/> Political Event | <input type="checkbox"/> Festival | <input type="checkbox"/> Filming |
| <input checked="" type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Other: _____ |

Projected Number of Attendees: 1200

Please provide a brief description of your event:

We plan to have all of the organizations involved in our Homecoming Parade. We plan to line up on our football and walk from Outer Dr. to Perry to 6mile and back into the school. Non participants would line up on Outer Drive. The event start time would be 1:30pm and last approximately 30 minutes.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date 10/11/2019 Time: 1:00 Complete Set-up Date: 10/11/2019 Time: 2:00

Event Start Date: 10/11/2019 Time: 1:00 Event End Date: 10/11/2019 Time: 2:00

Begin Tearing Down Date: 10/11/2019 Complete Tear Down Date: 10/11/2019

Event Times (If more than one day, give times for each day):
N/A

Section 3- LOCATION/SITE INFORMATION

Location of Event: Renaissance High School-Outer Dr-Perry-6 mile

Facilities to be used (Check) Street ☒ Sidewalk ☒ Park City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- | | |
|-----------------------------------|--|
| -Public entrance and exit | -Location of First Aid |
| -Location of merchandising booths | -Location of fire lane |
| -Location of food booths | -Proposed route for walk/run |
| -Location of garbage receptacles | -Location of tents and canopies |
| -Location of beverage booths | -Sketch of street closure |
| -Location of sound stages | -Location of bleachers |
| -Location of hand washing sinks | -Location of press area |
| -Location of portable restrooms | -Sketch of proposed light pole banners |

You will be prompted to upload these attachments upon submitting this form

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

N/A

Will a sound system be used? ☐ Yes ☒ No

If yes, what type of sound system?

Describe specific power needs for entertainment and/or music:

N/A

How many generators will be used? _____

How will the generators be fueled?

N/A

Name of vendor providing generators:

Contact Person:

Address:

Phone:

City/State/Zip

Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☐ Yes ☒ No

If yes, please describe:

Will there be on-site ticket sales? ☐ Yes ☒ No

If yes, list price(s):

Will there be vending or sales? ☐ Yes ☒ No

If yes, check all that apply:

☐ Food ☐ Merchandise ☐ Non-Alcoholic Beverages ☐ Alcoholic Beverages

Indicate type of items to be sold:

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: N/A

Contact Person:

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

☐ Licensed ☐ Armed ☐ Bonded

How will you advise attendees of parking options?

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?
Traffic stoppage for about 30 minutes

Have local neighborhood groups/businesses approved your event?

☐ Yes

☒ No

Indicate what steps you have or will take to notify them of your event:
Contact any business that may be impacted.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

How Many?

Size/Height

Booth

Tents (enclosed on 3 sides)

Canopy (open on all sides)

Staging/Scaffolding

Bleachers

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: _____

Address: _____

City/State/Zip: _____

Name of company providing port-a-johns. _____

Contact Person: _____

Address: _____

Phone: _____

City/State/Zip: _____

Name of private catering company? _____

Contact Person: _____

Address: _____

Phone: _____

City/State/Zip: _____

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Attach a map or sketch of the proposed area for closure.

STREET NAME: Outer Dr

FROM: Hubble TO: Greenfield

CLOSURE DATES: 10/11/2019 BEG TIME: 1:00 END TIME:

REOPEN DATE: 10/11/2019 TIME:

STREET NAME: Perry St

FROM: Outer Dr TO: 6 mile

CLOSURE DATES: 10/11/2019 BEG TIME: 1:00 END TIME:

REOPEN DATE: 10/11/2019 TIME:

STREET NAME: 6 mile

FROM: Greenfield TO: Hubble

CLOSURE DATES: 10/11/019 BEG TIME: 1:00 END TIME:

REOPEN DATE: 10/11/2019 TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

Verynda Stroughter

09/16/2019

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: RHS Homecoming Parade Event
Date: 9/16/2019

Event Organizer:
Verynda Stroughter

Applicant Signature:

Verynda Stroughter

Date: 09/16/2019

2019-09-19

1088

1088 *Petition of Renaissance High School,
request to hold the RHS Homecoming
Parade along Outer Dr, Perry and 6
Mile on 10-11-19 from 1:00 to 2:00
pm with set-up and teardown on the
same day.*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT POLICE
 DEPARTMENT
FIRE DEPARTMENT BUSINESS LICENSE CENTER
TRANSPORTATION DEPARTMENT MUNICIPAL

SS

MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ APPROVED ☐ DENIED ☐ N/A ☐ CANCELED

Petition #: 1067 Event Name: 11th Annual Michigan Brewers Guild Detroit Fall Beer Festival

Event Date : October 25 - 26, 2019

Street Closure: None

Organization Name: Michigan Brewers Guild, Inc.

Street Address: 225 W. Washtenaw Suite C Lansing, MI 48933

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Run/Marathon |
| <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony | <input type="checkbox"/> Political Ceremony | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Filming | <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____ | |
- ☒ **24-Hour Liquor License**

Petition Communications (include date/time)

The 11th Annual Festival will be located at Eastern Market Shed 5, Shed 6 and the adjacent parking lot; Friday 4:00pm - 10:00pm and Saturday 12:00pm - 7:00pm.

** ALL permits and license requirements must be fulfilled for an approval status **

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with Rock Security to Provide Private Security Services
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections; Contracted with the American Red Cross to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Food License Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barricades for Parking Lot Entrances Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Tents, Stages & Electrical
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License & Liquor License Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

MAYOR'S OFFICE

Signature: B. Auster

Date: 9-24-19

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Friday, September 6, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT POLICE DEPARTMENT
FIRE DEPARTMENT BUSINESS LICENSE CENTER
TRANSPORTATION DEPARTMENT MUNICIPAL PARKING DEPARTMENT

1067 *Michigan Brewers Guild, Inc., request to hold the 11th annual Michigan Brewer's Guild Detroit Fall Beer Festival at Eastern Market, 2934 Russell St, Shed 5, Shed 6 and parking lot from 10-25-19 to 10-26-19 with setup starting 10-24-19 and teardown to be complete 10-27-19*

1067
10/25/19

City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: 11th Annual Michigan Brewers Guild Detroit Fall Beer Festival

Event Location: Eastern Market, 2934 Russell St., Detroit MI 48207 - Shed 5, Shed 6, and parking lot

Is this going to be an annual event? ☒ Yes ☐ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Michigan Brewers Guild, Inc.

Organization Mailing Address: 225 W. Washtenaw, Ste. C, Lansing MI 48933

Business Phone: 517-327-5004

Business Website: www.mibeer.com

Applicant Name: Shannon O'Brien

Business Phone: 517-327-5004

Cell Phone: same

Email: shannon@michiganbrewersguild.org

Event On-Site Contact Person:

Name: Shannon O'Brien

Business Phone: 517-327-5004

Cell Phone: same

Email: shannon@michiganbrewersguild.org

Event Elements (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony |
| <input type="checkbox"/> Political Event | <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Other: _____ |

Projected Number of Attendees: 7,000

Please provide a brief description of your event:

Michigan beer tasting festival.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date 10/24/2019 Time: 8:00am Complete Set-up Date: 10/25/2019 Time: 2:00pm

Event Start Date: 10/25/2019 Time: 4:00pm Event End Date: 10/26/2019 Time: 7:00pm

Begin Tearing Down Date: 10/26/2019 Complete Tear Down Date: 10/27/2019

Event Times (If more than one day, give times for each day):

Friday, October 25, 2019: 4pm to 10pm / Saturday, October 26, 2019: 12pm to 7pm

Section 3- LOCATION/SITE INFORMATION

Location of Event: Eastern Market, 2934 Russell St., Detroit MI 48207; Shed 5, Shed 6, and parking lot

Facilities to be used (Check) Street Sidewalk Park City ☒

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- | | |
|-----------------------------------|--|
| -Public entrance and exit | -Location of First Aid |
| -Location of merchandising booths | -Location of fire lane |
| -Location of food booths | -Proposed route for walk/run |
| -Location of garbage receptacles | -Location of tents and canopies |
| -Location of beverage booths | -Sketch of street closure |
| -Location of sound stages | -Location of bleachers |
| -Location of hand washing sinks | -Location of press area |
| -Location of portable restrooms | -Sketch of proposed light pole banners |

You will be prompted to upload these attachments upon submitting this form

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

Primary entertainment is beer sampling; there will also be a live band on a small riser (12" high; 12'x16' in

Will a sound system be used? ☒ Yes ☐ No

If yes, what type of sound system? Limited PA system for band.

Describe specific power needs for entertainment and/or music:

Sound system will plug into existing power supply at Eastern Market; no generators will be used.

How many generators will be used? 0

How will the generators be fueled?
n/a

Name of vendor providing generators:

Contact Person: n/a

Address: n/a

Phone: n/a

City/State/Zip: n/a

Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☒ Yes ☐ No

If yes, please describe:

Will there be on-site ticket sales? ☒ Yes ☐ No

If yes, list price(s):

Will there be vending or sales? ☒ Yes ☐ No

If yes, check all that apply:

☒ Food

☒ Merchandise

☒ Non-Alcoholic Beverages

☒ Alcoholic Beverages

Indicate type of items to be sold:

Merchandise; t-shirts, sweatshirts, hats, etc.; food, water, & pop to be sold by outside vendors; beer samples available at festival (included with ticket). Advance tickets for sale on mibeer.com / Eventbrite.com; limited on-site tickets for sale at gate if available (\$50 Friday / \$55 Saturday / \$5 Designated Driver).

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Rock Security & Events

Contact Person: Brian Monahan

Address: 3876 Silver Valley Dr.

Phone: 586-803-4210

City/State/Zip:

Lake Orion MI 48359

Number of Private Security Personnel Hired Per Shift:

10

Are the private security personnel (check all that apply):

☒ Licensed

☐ Armed

☒ Bonded

How will you advise attendees of parking options?

Information posted on website (mibeer.com) directing to nearby free lot parking; Security will advise patrons of options as necessary on site.

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

Minimal effect on community; event contained within north area of Eastern Market, with some foot traffic on sidewalk at entrance time.

Have local neighborhood groups/businesses approved your event?

☒ Yes

☐ No

Indicate what steps you have or will take to notify them of your event:

Working closely with Eastern Market Corp. to ensure a safe & successful event.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

	How Many?	Size/Height
Booth	0	
Tents (enclosed on 3 sides)	21	various sizes; see attached diagram & list
Canopy (open on all sides)	10	10'x10'
Staging/Scaffolding	1	12'x16' riser (12" high)
Bleachers	0	

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: Emily Feuka

Address: 4624 Packard St.

City/State/Zip: Ann Arbor MI 48108

Name of company providing port-a-johns: American Rentals, Inc.

Contact Person: Mike Neinritz

Address: 4901 W. Grand River

Phone: 800-637-1110

City/State/Zip: Lansing MI 48906

Name of private catering company? Palate

Contact Person: Joe Hibbert

Address: 449 N. Main St.

Phone: 248-997-0480

City/State/Zip: Milford MI 48381

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Attach a map or sketch of the proposed area for closure.

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**
- 6) List of tent/canopy sizes

AUTHORIZATION & AFFADAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

Signature of Applicant
Shannon O'Brien
may not be used for any other purpose

08/22/2019

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: 11th Annual Michigan Brewers Guild Detroit Fall Beer Festival **Event**
Date: October 25 & 26, 2019

Event Organizer:
Shannon O'Brien

Applicant Signature:

Signature of Applicant
Shannon O'Brien
may not be used for any other purpose

Date: 08/22/2019

2019-09-04

1067

1067 *Petition of Michigan Brewers Guild, Inc., request to hold the 11th annual Michigan Brewer's Guild Detroit Fall Beer Festival at Eastern Market, 2934 Russell St, Shed 5, Shed 6 and parking lot from 10-25-19 to 10-26-19 with setup starting 10-24-19 and teardown to be complete 10-27-19*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

- MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
- PLANNING AND DEVELOPMENT DEPARTMENT POLICE DEPARTMENT
- FIRE DEPARTMENT BUSINESS LICENSE CENTER
- TRANSPORTATION DEPARTMENT MUNICIPAL

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MAYOR'S OFFICE COORDINATORS REPORTOVERALL STATUS (please circle): ☒ **APPROVED** ☐ **DENIED** ☐ **N/A** ☐ **CANCELED**Petition #: 1096 Event Name: Cass Tech Homecoming ParadeEvent Date: October 3, 2019Street Closure: Temple, Second, Cass, LedyardOrganization Name: Cass Technical High SchoolStreet Address: 2501 Second Avenue Detroit, MI

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- ☐ Walkathon ☐ Carnival/Circus ☐ Concert/Performance ☐ Run/Marathon
☐ Bike Race ☐ Religious Ceremony ☐ Political Ceremony ☐ Festival
☐ Filming ☒ Parade ☐ Sports/Recreation ☐ Rally/Demonstration
☐ Fireworks ☐ Convention/Conference ☐ Other: _____
☐ **24-Hour Liquor License**

Petition Communications (include date/time)

The Cass Technical High School Homecoming parade will take place at 2501 2nd Avenue and the adjacent parking lot from 11:30am - 12:45pm; with temporary street closures on Second, Temple, Cass and Ledyard Street.

**** ALL permits and license requirements must be fulfilled for an approval status ****

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD 3rd Precinct Assisted Event; DPSCD Police will Provide Additional Security
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event; No Permit Required
	Health Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Soft Closure; No Barricades Required
	Recreation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Bldg & Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bus. License	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

MAYOR'S OFFICE

Signature: B. Aushen

Date: 9-24-19

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Wednesday, September 25, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT POLICE DEPARTMENT
FIRE DEPARTMENT BUSINESS LICENSE CENTER
TRANSPORTATION DEPARTMENT MUNICIPAL PARKING DEPARTMENT

1096 *Cass Technical High School, request to hold the Cass Tech Homecoming Parade with parade route along Second, Temple, Cass and Ledyard on 10/3/19 from 11:30am to 12:45pm with set-up and teardown on the same day.*

City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: Cass Tech Homecoming Parade

Event Location: Cass Tech neighborhood streets (Second, Temple, and Cass)

Is this going to be an annual event? ☐ Yes ☒ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Cass Technical High School

Organization Mailing Address: 2501 Second Avenue

Business Phone: 313-263-2072

Business Website: detroitk12.org

Applicant Name: Todd Henderson

Business Phone: 313-263-2072

Cell Phone: 248-320-9270

Email: todd.henderson@detroitk12.org

Event On-Site Contact Person:

Name: Todd Henderson

Business Phone: 313-263-2072

Cell Phone: 248-320-9270

Email: todd.henderson@detroitk12.org

Event Elements (check all that apply)

☐ Walkathon

☐ Carnival/Circus

☐ Concert/Performance

☐ Run/Marathon

☐ Bike Race

☐ Religious Ceremony

☐ Political Event

☐ Festival

☐ Filming

☒ Parade

☐ Sports/Recreation

☐ Rally/Demonstration

☐ Convention/Conference

☐ Fireworks

☐ Other: _____

Projected Number of Attendees: 2700

Please provide a brief description of your event:

The Cass Tech Homecoming parade will basically proceed from the student parking lot on Second Avenue, around Cass Park and back into the staff parking lot

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date 10/3/2019 Time:11:30 Complete Set-up Date:10/3/2019 Time:12:45

Event Start Date:10/3/2019 Time:11:45 Event End Date:10/3/2019 Time:12:30

Begin Tearing Down Date:10/3/2019 Complete Tear Down Date:10/3/2019

Event Times (If more than one day, give times for each day):
11:30-12:45

Section 3- LOCATION/SITE INFORMATION

Location of Event: Cass Tech perimeter and streets around Cass Park

Facilities to be used (Check) Street ☒ Sidewalk ☒ Park ☒ City ☐

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- | | |
|-----------------------------------|--|
| -Public entrance and exit | -Location of First Aid |
| -Location of merchandising booths | -Location of fire lane |
| -Location of food booths | -Proposed route for walk/run |
| -Location of garbage receptacles | -Location of tents and canopies |
| -Location of beverage booths | -Sketch of street closure |
| -Location of sound stages | -Location of bleachers |
| -Location of hand washing sinks | -Location of press area |
| -Location of portable restrooms | -Sketch of proposed light pole banners |

You will be prompted to upload these attachments upon submitting this form

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

Students will walk and homecoming court will drive around Cass Park

Will a sound system be used? ☐ Yes ☒ No

If yes, what type of sound system?

Describe specific power needs for entertainment and/or music:

None

How many generators will be used? None

How will the generators be fueled?

Name of vendor providing generators:

Contact Person: None

Address: _____

Phone: _____

City/State/Zip: _____

Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☐ Yes ☒ No
If yes, please describe: _____

Will there be on-site ticket sales? ☐ Yes ☒ No
If yes, list price(s): _____

Will there be vending or sales? ☐ Yes ☒ No
If yes, check all that apply:

☐ Food ☐ Merchandise ☐ Non-Alcoholic Beverages ☐ Alcoholic Beverages

Indicate type of items to be sold: _____

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: None

Contact Person: _____

Address: _____

Phone: _____

City/State/Zip: _____

Number of Private Security Personnel Hired Per Shift: _____

Are the private security personnel (check all that apply):

☐ Licensed ☐ Armed ☐ Bonded

How will you advise attendees of parking options? _____

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?
Traffic will need to be closed/rerouted near the parade route

Have local neighborhood groups/businesses approved your event?

☐ Yes ☒ No

Indicate what steps you have or will take to notify them of your event:
We will call to notify them

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

How Many?

Size/Height

Booth

Tents (enclosed on 3 sides)

Canopy (open on all sides)

Staging/Scaffolding

Bleachers

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: School nurse

Address:

City/State/Zip:

Name of company providing port-a-johns.

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company?

Contact Person:

Address:

Phone:

City/State/Zip:

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Attach a map or sketch of the proposed area for closure.

STREET NAME: Temple

FROM: Cass TO: Second

CLOSURE DATES: 10/3-2019 BEG TIME: 11:30 END TIME:

REOPEN DATE: 12:45 TIME:

STREET NAME: Second Avenue

FROM: Temple TO: Henry

CLOSURE DATES: 10/3/2019 BEG TIME: 11:30 END TIME:

REOPEN DATE: 12:45 TIME:

STREET NAME: Cass Avenue

FROM: 11:30 TO: 12:45

CLOSURE DATES: 10/3/2019 BEG TIME: 11:30 END TIME:

REOPEN DATE: 12:45 TIME:

STREET NAME: Ledyard

FROM: Second TO: Cass

CLOSURE DATES: 10/3/2019 BEG TIME: 11:30 END TIME:

REOPEN DATE: 12:45 TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

Todd David Henderson

09/25/2019

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: Cass Tech Homecoming Parade Event
Date: 10/3/2019

Event Organizer:
Todd Henderson

Todd David Henderson

Applicant Signature:

Date: 09/25/2019

2019-09-25

1096

1096 *Petition of Cass Technical High School, request to hold the Cass Tech Homecoming Parade with parade route along Second, Temple, Cass and Ledyard on 10/3/19 from 11:30am to 12:45pm with set-up and teardown on the same day.*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT POLICE
DEPARTMENT
FIRE DEPARTMENT BUSINESS LICENSE CENTER
TRANSPORTATION DEPARTMENT MUNICIPAL

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**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 27, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002335 100% City Funding – To Provide Consulting Services for Airport Planning, Architectural/Engineering Design, and Construction Administration Services on an As Needed Basis Pursuant to the City's Five (5) Year Airport Capital Improvement Plan (ACIP), including the General Consulting and Advisement on Airport Development Issues to Complete the Airport's ALP Update, Reflecting and including such Projects as Master Plan Study, Update RSA Study, Runway 7-25 and RSA Improvements. – Contractor: Kimley-Horn of Michigan – Location: 421 Fayetteville Street Suite 600, Raleigh, North Carolina, 27601 – Contract Period: Upon City Council Approval through 2024 – Total Contract Amount: \$2,500,000.00. **AIRPORT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER **BENSON**

RESOLVED, that Contract No. 6002335 referred to in the foregoing communication dated September 27, 2019, be hereby and is approved.

58

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 27, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6001412 Revenue – AMEND 1– To Provide a Long Term Master Lease Agreement for the Lease of Grand Circus Parking Garage at 1600-01 Woodward to Grand Circus Holdings, LLC for a Forty-Five (45) Year Period. Grand Circus Holdings, LLC will Operate, Maintain and Make Certain Substantial Capital Improvements to the Grand Circus Garage. After Certain Initial Capital Improvements are Reimbursed from Operating Revenues, the City will Share in Operating Profits. **Time Extension Only.** – Contractor: Grand Circus Holdings, LLC – Location: 1117 Griswold Suite 1416, Detroit, MI 48226 – Contract Period: Upon City Council Approval through December 22, 2062. **MUNICIPAL PARKING** *(Original Contract was for a Term of Thirty (30) Years. This Amendment Extends this Contract for an Additional Fifteen (15) Years.)*

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 6002335 referred to in the foregoing communication dated September 27, 2019, be hereby and is approved.



CITY OF DETROIT
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3437
PHONE 313•224•4550
FAX 313•224•5505
WWW.DETROITMI.GOV

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September 26, 2019

Detroit City Council
1340 Coleman A. Young Municipal Center
Detroit, Michigan 48226

Re: Amendment To Chapter 8, *Building Construction and Property Maintenance*, Article XV, *Property Maintenance Code*, Division 1, *In General*, , to amend Section 8-15-11.

Honorable City Council:

The Law Department has prepared an ordinance proposed by Council Member Janeé Ayers, which addresses one's failure to register a short term rental property with the City of Detroit. This local law will be amending the codified 2019 Detroit City Code that goes into effect on October 1, 2019, specifically Chapter 8, *Building Construction and Property Maintenance*, Article XV, *Property Maintenance Code*, Division 1, *In General*, by amending Section 8-15-11 to add a provision authorizing the City's Buildings, Safety Engineering, and Environmental Department to issue a citation for properties operating as short term rentals that are not registered with the City of Detroit. A copy of the ordinance, which has been approved as to form, is attached for your consideration.

I look forward to discussing this important legislation with this Honorable Body.

Respectfully Submitted,

Mary Parisien

Mary Parisien
Assistant Corporation Counsel
City of Detroit Law Department
Municipal Section

CITY OF DETROIT 2019 SEP 29 10:02

S U M M A R Y

AN ORDINANCE to amend Chapter 8 of the 2019 Detroit City Code, *Building Construction and Property Maintenance*, by amending Article XV, *Property Maintenance Code*; Division 1, *In General*; Section 8-15-11, *Civil fines for violations of article*, to add a provision authorizing the Buildings, Safety Engineering, and Environmental Department to issue tickets for properties operating as short term rentals that are not registered with the City of Detroit.

1 **BY COUNCIL MEMBER _____:**

2 **AN ORDINANCE** to amend Chapter 8 of the 2019 Detroit City Code, *Building*
3 *Construction and Property Maintenance*, by amending Article XV, *Property Maintenance Code*;
4 Division 1, *In General*; Section 8-15-11, *Civil fines for violations of article*, to add a provision
5 authorizing the Buildings, Safety Engineering, and Environmental Department to issue tickets for
6 properties operating as short term rentals that are not registered with the City of Detroit.

7 **IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT THAT:**

8 **Section 1.** Chapter 8, *Building Construction and Property Maintenance* of the 2019 Detroit
9 City Code, Article XV, *Property Maintenance Code*, Division 1, *In General*, be amended by
10 amending Section 8-15-11 to read as follows:

11 **CHAPTER 8. BUILDING CONSTRUCTION AND PROPERTY MAINTENANCE**

12 **ARTICLE XV. PROPERTY MAINTENANCE CODE**

13 **DIVISION 1. – IN GENERAL**

14 **Sec. 8-15-11. Civil fines for violations of article.**

15 (a) The following schedule of civil fines shall be assessed and paid at the Department
16 of Appeals and Hearings for the specified violations of this article:

	First Offense	Second Repeat Offense	Third and Subsequent Repeat Offense
I. Failure to meet a requirement of this article, except as otherwise specified in this section:			
One- or two-family dwelling	\$50.00	\$100.00	\$200.00

All other structures, except buildings with five or more stories	\$100.00	\$200.00	\$500.00
Buildings with five or more stories	\$200.00	\$500.00	\$1,000.00
II. Failure of to comply with an emergency or imminent danger order concerning an emergency condition, an imminent danger, an unsafe or unsanitary condition, or unlawful occupancy.			
One- or two-family dwelling	\$500.00	\$1,000.00	\$1,500.00
All other structures, except buildings with five or more stories	\$1,000.00	\$1,500.00	\$2,000.00
Buildings with five or more stories	\$1,500.00	\$3,000.00	\$5,000.00
III. Failure of the owner to obtain a Certificate of Compliance in violation of Section 8-15-35 of this Code.	\$250.00	\$500.00	\$1,000.00
IV. Failure of the owner to obtain a Certificate of Registration for Vacant Property in violation of Section 8-15-45 of this Code.	\$250.00	\$375.00	\$500.00
V. Failure of the owner to obtain a Certificate of Registration of Rental Property in violation of Section 8-15-81 of this Code.	\$250.00	\$350.00	\$500.00
<u>VI. Failure of the owner to obtain a Certificate of Registration for a short term rental property in violation of Section 8-15-100.4 of this Code.</u>	<u>\$100.00</u>	<u>\$250.00</u>	<u>\$500.00</u>

VI. <u>VII.</u> Failure to obtain a Lead Clearance for Rental Property in violation of Section 8-15-83 of this Code.			
One- or two-family dwelling	\$500.00	\$1,000.00	\$2,000.00
All other structures, except buildings with five or more stories	\$1,000.00	\$2,000.00	\$4,000.00
Buildings with five or more stories	\$2,000.00	\$4,000.00	\$8,000.00
VII. <u>VIII.</u> Failure to remove snow or ice in violation of Section 8-15-103 of this Code.			
One- or two-family dwelling	\$50.00	\$125.00	\$250.00
All other buildings, premises, or structures.	\$100.00	\$250.00	\$500.00
VIII. <u>IX.</u> Weeds or plant growth in violation of Section 8-15-104 of this Code.	\$50.00	\$125.00	\$250.00
IX. <u>X.</u> Rodent harborage in violation of Section 8-15-105 of this Code.	\$100.00	\$250.00	\$500.00
X. <u>XI.</u> Failure to remove inoperable or unlicensed motor vehicle from premises in violation of Section 8-15-110 of this Code.	\$100.00	\$250.00	\$500.00
XI. <u>XII.</u> Failure to maintain a vacant building or structure in accordance with the requirements of Section 8-15-113 of this Code.			
One- or two-family dwelling	\$500.00	\$750.00	\$1,000.00

All other structures, except buildings with five or more stories	\$750.00	\$1,250.00	\$1,500.00
Buildings with five or more stories	\$1,000.00	\$2,000.00	\$3,000.00

(b) In the case of a firm or a partnership, the civil fine may be imposed upon the partnership or members thereof, and in the case of a corporation, the civil fine may be imposed upon the officers thereof.

(c) The imposition of a civil fine, or the payment of the same, under this section shall not be construed as excusing or permitting the continuance of any violation of this article.

(d) A civil fine that is paid before the administrative hearing date shall be reduced by ten percent.

(e) A civil fine that is paid after the administrative hearing date shall be increased by ten percent.

(f) A civil fine that is paid on the administrative hearing date neither shall be reduced nor shall be increased.

(g) Pursuant to Section 4q(13) of the Michigan Home Rule City Act, being MCL 117.4q(13), and Section 3-2-52(a)(6) of the 2019 Detroit City Code, Blight Administrative Hearings Bureau hearings officers shall impose a justice system assessment fee for each blight violation determination.

(h) Pursuant to Section 3-2-55(b) of the 2019 Detroit City Code, each blight violation notice shall be subject to an administrative processing and adjudication fee, established by the Director of the Department of Appeals and Hearings and approved by the City Council.

(i) Pursuant to Section 117.4q(3) 4q(3) of the Michigan Home Rules City Act, being MCL 117.4q(4) 117.4q(3), and Section 3-2-52(4) of the 2019 Detroit City Code, a hearings officer at the Blight Administrative Hearings Bureau may waive a fine for a blight violation at an owner-

1 occupied dwelling, or for an owner who is verified as “low income,” provided, that such owner is
2 a first-time violator of the Code and the violator has corrected the circumstances of the violation.

3 For purposes of this subsection, an owner shall qualify as “low income:”

4 (1) Where the owner establishes that his or her household income is at or below fifty
5 percent of the median household income for the City of Detroit as determined by
6 the most recent United States Census;

7 (2) Where the owner has been granted eligibility for the Detroit Homeowners Property
8 Tax Assistance Program; or

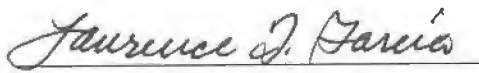
9 (3) Where the owner meets criteria that the Director of the Buildings Safety
10 Engineering, and Environmental Department may promulgate, in his or her
11 discretion, in accordance with Section 2-111 of the Charter.

Section 2. This ordinance is hereby declared necessary to preserve the public peace, health, safety, and welfare of the People of the City of Detroit.

Section 3. All ordinances, or parts of ordinances, that conflict with this ordinance are repealed.

Section 4. In the event this ordinance is passed by two-thirds (2/3) majority of City Council Members serving, it shall be given immediate effect and become effective upon publication in accordance with Section 4-118 of the 2012 Detroit City Charter. Where this ordinance is passed by less than a two-thirds (2/3) majority of City Council Members serving, it shall become effective on the thirtieth (30) day after enactment, or on the first business day thereafter, in accordance with Section 4-118 of the 2012 Detroit City Charter.

Approved as to form:


Lawrence T. García
Corporation Counsel



CITY OF DETROIT
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3437
PHONE 313•224•4550
FAX 313•224•5505
WWW.DETROITMI.GOV

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MEMORANDUM

TO: Brenda Jones, City Council President
FROM: Ericka Savage Whitley, Assistant Corporation Counsel
DATE: September 25, 2019
RE: Requirements for Electrical Apprenticeships

BACKGROUND

Your Honorable Body, through Council President Brenda Jones, has requested a memorandum on the electrical apprenticeship qualifications for the City of Detroit. The memorandum was requested in response to correspondence received from Attorney Duane R. Johnson on behalf of a master electrician, Larry Gordon. Mr. Gordon established the non-profit Center for Electrical Training, which places students in the International Brotherhood of Electrical Workers ("IBEW") apprentice program. According to Mr. Johnson, the City's training requirements are more stringent than the State of Michigan Licensing and Regulatory Affairs ("LARA") requirements. We are now responding to your request.

SHORT ANSWER

The Skilled Trades Regulation Act (Public Act 407 of 2016) ("STRA") created uniform provisions for the application of various occupations, including electrical apprentices and electrical journeymen. The City of Detroit has authority under the STRA to regulate the licensing, registration, and examination requirements for those who perform the trade within the City. The City's registration requirements for an electrical apprentice are the same as LARA, and both require participation in an approved training program. As it relates to licensing requirements to become an electrical journeyman, the City's ordinance is in compliance with the STRA. However, administrative documents on the City's website impose an additional requirement to have an electrical apprentice registration on file with the City, which has not been adopted by ordinance, nor a requirement under the STRA. The STRA requires the City to apply reciprocity to electrical licenses and registrations issued by other municipalities and by the state. As such, the Law Department has advised BSEED and the Electrical Board of Examiners to remove any language on the City's website, or otherwise, requiring an electrical journeyman applicant to have an electrical apprentice application on file with the City.



LAW & ANALYSIS

The Skilled Trades Regulation Act (Public Act 407 of 2016)¹ (“STRA”) consolidated statutes for five skilled trade industries² to create one uniform code that regulates the application, testing, and renewal processes for skilled trades licensees.

STRA Applicability to Municipalities

The STRA grants municipalities the authority to adopt an ordinance that provides standards that are “at least as stringent” as the STRA for the licensing and examination of master electricians, electrical contractors, electrical journeymen, and the registration of apprentice electricians.³ The state of Michigan issues electrical licenses and registrations to most residents in the state of Michigan. However, the City of Detroit and City of Grand Rapids have adopted ordinances to locally issue electrical licensees and registrations.⁴ Therefore, persons engaging in an electrical trade or occupation within the City of Detroit must apply directly to the City for a license or registration, and not the state.

Electrical Apprentice Registration Requirements

The STRA regulates the registration and training requirements for an electrical apprentice. Specifically, MCL 339.5717, states:

(1) An individual who is employed as an apprentice electrician shall register with the board on a form provided by the board ***within 30 days after employment.***

(2) The department shall issue a certificate of registration to an individual who is seeking registration under this section if it receives satisfactory proof of the individual's ***participation in an apprenticeship training program that is approved by the board under subsection (4).***

(3) The ratio of electrical journeymen or master electricians to registered apprentice electricians shall be on the basis of 1

¹ MCL 339.5101 *et seq.* Effective April 4, 2017.

² Electrical Administrative Act (PA 217 of 1956); Forbes Mechanical Contractors Act (192 of 1984); Building Officials and Inspectors Registration Act (PA 54 of 1986); State Plumbing Act (PA 733 of 2002); Boiler Act of 1965 (PA 290 of 1965).

³ MCL 339.5733(1)(a).

⁴ See the Department of Licensing and Regulatory Affairs Electrical Examination, Licensing/Registration & Application Information webpage.



electrical journeyman or master electrician to no more than 3 registered apprentice electricians...

(4) For the purposes of this section, the board shall approve any bona fide apprenticeship training program that complies with subsection (3) and, excluding any requirements related to jobsite ratios that are inconsistent with subsection (3), is equivalent to or exceeds the requirements of those *imposed by the Office of Apprenticeship in the United States Department of Labor*. (Emphasis added.)

Section 402.1(C) of the 1984 Detroit Municipal Code states the following registration requirements for an electrical apprentice:

1. An individual employed as an Apprentice Registration shall register on a form provided by the Board *within thirty (30) days after employment*.
2. The Buildings and Safety Engineering Department shall issue a Certificate of Registration to a person seeking registration upon satisfactory proof of the person's *participation in a bona fide Apprenticeship training program approved by the Board. This program shall be equivalent to the requirements of those imposed by the United States Labor Bureau of Apprenticeship and Training...* (Emphasis added.)

The City's electrical apprentice ordinance is nearly identical to the STRA. However, Mr. Johnson's correspondence noted an issue with the City requiring participation in a training program to register as an electrical apprentice, stating, "*in 2010 the City of Detroit added the following language for electrical apprentice registration...*" He went on to cite language that required electrical apprentices to participate in an electrical training program approved by the Electrical Administrative Board. Mr. Johnson continued, "*[o]ur problem is that the application of the law by the State Licensing and Regulatory Affairs (LARA), graduation or attendance at a recognized training or educational program is not a mandatory requirement.*" Mr. Johnson then cited the following:

Electrical Journeyman License

- Must be at least 20 years of age.
- Have not less than 8,000 hours of practical experience obtained over a period of not less than 4 years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed under 2016 PA 407.



(Maximum credit of 2,000 hours per year.)

- Credit may be provided for graduation from or attendance at a recognized training or educational program.
- Must take and pass the examination.⁵

The above citation intermingles the STRA requirements to become an electrical apprentice with the requirements to become an electrical journeyman. ***Both the City of Detroit and the STRA require participation in a training program to register as an electrical apprentice.***⁶ Additionally, LARA's application for an electrical apprentice requires a Technical Instruction Provider to certify that the applicant is "currently participating in an electrical or fire alarm training program approved by the Electrical Administrative Board."⁷ Therefore, LARA imposes the same registration requirement as the City for an electrical apprentice to participate in an approved training program.

Electrical Journeyman License Requirements

The STRA also regulates the licensing requirements for an electrical journeyman. Specifically, MCL 339.5715 states in relevant part:

(1) The department shall issue an electrical journeyman's license to any individual who is ***at least 20 years old***, meets the requirements described in article 2, and meets either of the following:

- (a) ***Has at least 8,000 hours of experience obtained over a period of at least 4 years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of an individual who is licensed under this article...***

(Emphasis added.)

Section 402.1(B) of the 1984 Detroit City Code states the following licensing requirements for an electrical journeyman:

The Department shall issue an electrical Journeyman's License to a person ***not less than twenty (20) years of age*** who does all of the following:

- a. Files a completed application on a form provided by the Buildings and Safety Engineering Department;

⁵ See Attorney Duane R. Johnson's correspondence attached.

⁶ See MCL 339.5717(2) and 1984 Detroit Municipal Code Section 402.1(C)(2)

⁷ See LARA's electrical apprentice registration application.



- b. Pays the examination fee prescribed and passes an examination provided for by the Board;
- c. Pays the license fee prescribed by the Buildings and Safety Engineering Department; and
- d. ***Files a written statement from present or former employers to the effect that the applicant has not less than 8,000 hours of experience obtained over a period of not less than four (4) years related to electrical construction or maintenance of buildings, or electrical wiring or equipment under the direct supervision of a Master Electrician or Journeyman Electrician that is licensed under this Ordinance.*** (Emphasis added.)

The City's electrical journeyman ordinance is nearly identical to the STRA. However, Mr. Johnson ended his letter with the following request for relief, "[w]hat we are asking is that requirements for being able to obtain a journeyman electrical license be the same for the City of Detroit as it is for the rest of the State of Michigan pursuant to the LARA guidelines." Upon review of the City's ordinance and journeyman license application,⁸ as well as LARA's journeyman license application,⁹ all are in compliance with the STRA and do not impose any additional requirements.

However, upon review of the City's website, the Law Department discovered administrative documents that include an additional requirement that electrical journeyman applicants have "a current Electrical Apprentice Registration form on file in good standing."¹⁰ Our office contacted BSEED for further explanation because nothing in the STRA, nor the City's ordinance, imposes this requirement.

In response to the Law Department's inquiry, BSEED provided a copy of a notice issued by the Michigan Department of Energy, Labor & Economic Growth ("DLEG") to all electrical contractors and apprentice electricians in the state of Michigan.¹¹ The letter is not dated, but states that it is "effective September 1, 2010." BSEED confirmed that the following language was derived from the DLEG notice and then incorporated into various administrative documents:

EFFECTIVE SEPTEMBER 1, 2010, ALL ELECTRICAL APPRENTICES ARE REQUIRED TO BE PARTICIPATING IN AN ELECTRICAL TRAINING PROGRAM APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED IN THE STATE OF MICHIGAN SKILLED

⁸ See the City's electrical journeyman application.

⁹ See LARA's electrical journeyman license application.

¹⁰ See the City's electrical journeyman information sheet and checklist attached.

¹¹ See the 2010 DLEG notice attached.



TRADES REGULATION ACT (PA 407 of 2016). FAILURE TO DO SO INVALIDATES THE REGISTRATION. ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION WILL NOT BE CREDITED TOWARDS THE JOURNEYMAN ELECTRICIAN EXAMINATION.¹²

The 2010 DLEG notice also included the following language,

To qualify to sit for the State of Michigan journeyman electrician examination an electrical apprentice must attain 8000 hours of experience and TRI in not less than 4 years working for and employed by an electrical contractor licensed under the provisions of PA 217 of 1956, be registered with the USDOLOA *and participating in an approved electrical apprentice training program*, and be registered with the State of Michigan Bureau of Construction Codes for all 4 years of apprenticeship.” (Emphasis added.)

According to BSEED, **the City’s Electrical Board of Examiners interpreted DLEG’s notice to mean that only an electrical apprentice can apply to be an electrical journeyman.** The Board then updated various documents to require that applicants for an electrical journeyman license have an electrical apprentice registration on file with the City and in good standing.

However, neither the Electrical Administrative Act (PA 217 of 1956),¹³ nor the STRA, require an electrical apprenticeship as a prerequisite to obtaining an electrical journeyman license. Practically speaking, registering as an electrical apprentice is how the vast majority of applicants attain the 8,000 hours of experience required to sit for the journeyman examination. But the law does not specifically require that the applicant be registered as an apprentice. For example, the City of Grand Rapids applies 2,000 hours for a Bachelor of Science in Electrical Engineering toward the 8,000 hours required to sit for the journeyman examination.¹⁴

As cited above, the STRA grants the City the power to adopt an ordinance to provide for electrical licensing and registration requirements. However, the City’s ordinance currently does not require an electrical journeyman applicant to have an electrical apprentice registration form on file with the City. Moreover, the STRA expressly prohibits the City from requiring that “an individual be licensed with, register with, or obtain the approval of the municipality or of the municipality’s licensing board to participate in an apprenticeship or training program.”¹⁵ So even

¹² This language is included on the Electrical Journeyman checklist, Electrical Journeyman information sheet, Electrical Apprentice Checklist, Electrical Apprentice Information sheet, Electrical Apprentice Initial or Renewal Registration Application.

¹³ Repealed.

¹⁴ See City of Grand Rapids Electrical Journeyman Exam Requirements.

¹⁵ See MCL 339.5733(2)(e).



if the City amends the ordinance to require that applicants for an electrical journeyman license have an electrical apprentice registration on file, the apprenticeship does not have to be registered in the City of Detroit. The STRA requires the City to apply reciprocity to electrical licenses and registrations issued by other municipalities and by the state.¹⁶

Therefore, the Law Department has advised BSEED and the President of the Electrical Board of Examiners to remove any language from the City's website, or otherwise, that requires applicants for an electrical journeyman license to have an electrical apprentice registration form on file with the City. The Law Department will be attending the September 2019 Electrical Board of Examiners meeting to further discuss and advise on these matters.

CONCLUSION

The City's registration requirements to become an electrical apprentice are not more stringent than LARA. Both the City and LARA require an electrical apprentice to participate in an approved training program. Mr. Johnson's correspondence intermingled the registration requirements to become an electrical apprentice with the licensing requirements to become an electrical journeyman. The City's electrical journeyman ordinance is nearly identical to the STRA. However, in 2010, the City's Board of Electrical Examiners added an administrative requirement that an electrical journeyman applicant have an electrical apprentice registration form on file with the City, which has not been adopted by ordinance. BSEED and the Electrical Board of Examiners have been advised to remove the requirement. However, Mr. Johnson's correspondence noted a concern for Mr. Gordon's non-profit organization that places students in the IBEW apprentice program. The Law Department did not find any conflicts between the City and LARA regarding electrical apprentice training program requirements.

Attachments

¹⁶ See MCL 339.5733(5).

ESW
K19-06617

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Attorney & Counselor At Law

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Suite 1900
Southfield, MI 48075

Duane R. Johnson, Esq.

Tel: (248) 851-9400
Fax: (248) 851-9404

June 24, 2019

Honorable Brenda Jones
City Council President
bjones@detroitmi.gov

Dear President Jones:

Hope all is well. My name is Duane Johnson. I was referred to you by Attorney David D. Whitaker. I am an attorney and I am assisting an individual who is trying to help bring more African-Americans into the electrical field especially in Detroit. Mr. Larry Gordon, a master electrician who has been working in the electrical field at least 50 years, has trained and mentored multitudes of individuals bringing them into the field. Mr. Gordon established the non-profit Center for Electrical Training which has been placing students in the IBEW apprenticeship program and has prepared multiple students to pass the journeyman electrical examination for the state.

This is our issue: in 2010 the City of Detroit added the following language for electrical apprentice registration:

EFFECTIVE SEPTEMBER 1, 2010, ALL ELECTRICAL APPRENTICES ARE REQUIRED TO BE PARTICIPATING IN AN ELECTRICAL TRAINING PROGRAM APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED IN THE STATE OF MICHIGAN SKILLED TRADES REGULATION ACT (PA 407 OF 2016). FAILURE TO DO SO INVALIDATES THE REGISTRATION. ANY HOURS ACCUMULATED ON INVALID REGISTRATION WILL NOT BE CREDITED TOWARDS THE JOURNEYMAN ELECTRICAL EXAMINATION.

Although the above language is in compliance with the Skilled Trades Regulation Act 407 of 2016, MCL 339.5717, Cited below:

(1) An individual who is employed as an apprentice electrician shall register with the board on a form provided by the board within 30 days after employment.

(2) The department shall issue a certificate of registration to an individual who is seeking registration under this section if it receives satisfactory proof

I look forward to hearing from you President Jones. Thank you for your time.

Sincerely,

A handwritten signature in dark ink, appearing to be 'DRJ', with a long horizontal line extending to the right.

Duane R. Johnson
Attorney at Law
(248) 851-9400
(248) 933-9731 (cell)



JENNIFER M. GRANHOLM
GOVERNOR

State of Michigan
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
Lansing

STANLEY "SKIP" PRUSS
DIRECTOR

Read Carefully!

IMPORTANT NOTICE TO ALL ELECTRICAL CONTRACTORS AND APPRENTICE ELECTRICIANS IN THE STATE OF MICHIGAN

Effective September 1, 2010 all electrical apprentices in the State of Michigan are required to be participating in an electrical training program approved by the Electrical Administrative Board (EAB). On February 6th, 2009 the EAB approved the Bureau of Construction Codes Electrical Division recommendation to utilize the United States Department of Labor Office of Apprenticeship (USDOLOA) for the registration of all approved electrical training programs. Initially the two main requirements are **1.) Electrical contractors that currently employ or anticipate the employment of electrical apprentices must register their companies with the USDOLOA 2.) Once an employer has registered with the USDOLOA they can set up their apprenticeship training program with the USDOLOA and register the apprentices under their employment.** Registration with the USDOLOA for electrical contractors and the apprentices they employ is **mandatory**. In order to process a State of Michigan apprentice registration or renewal the sponsoring employer and the electrical apprentice must first be registered with the USDOLOA. You can access information regarding registering with the USDOLOA by contacting the Michigan Apprenticeship Steering Committee Inc. (MASCI) at www.aboutmasci.org. The MASCI website will also have a list of approved training programs and contact information for related technical instruction (RTI) providers. Many of the community colleges, trades organizations, and labor organizations have electrical training programs that have been approved by the USDOLOA. **It is imperative that electrical contractors and apprentices comply with these requirements. Failure to do so will make an apprentice ineligible to sit for the journeyman electrician examination.** The electrical contractor could also face licensing action for allowing individuals to perform electrical wiring under their contractor's license that are not properly licensed or registered as required by PA 217 of 1956.

Each electrical apprentice must be participating in an academic program of not less than 576 hours of related technical instruction (RTI). Many programs approved by the USDOLOA are in excess of the minimum 576 hours. All electrical apprentices will be required to submit documentation as part of their journeyman examination application documenting a minimum of 144 hours for each academic year. A total of up to 1000 RTI hours accrued through approved electrical apprenticeship training programs can be credited towards the requirements to sit for the journeyman electrician examination.

Providing for Michigan's Safety in the Built Environment

BUREAU OF CONSTRUCTION CODES
P.O. BOX 30254 • LANSING, MICHIGAN 48909
Telephone (517) 241-9320 • Fax (517) 241-9308
www.michigan.gov/dleg

DELEG is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

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Notice to Electrical Contractors and Apprentices
Page 2

To qualify to sit for the State of Michigan journeyman electrician examination an electrical apprentice must attain 8000 hours of experience and RTI in not less than 4 years working for and employed by an electrical contractor licensed under the provisions of PA 217 of 1956, be registered with the USDOLOA and participating in an approved electrical apprentice training program, and be registered with the State of Michigan Bureau of Construction Codes for all 4 years of apprenticeship.

Electrical training programs may vary somewhat to reflect the work of the employer and/or program sponsor however there are specific courses of RTI that must be included in the core of all electrical apprenticeship training programs. The minimum 576 RTI hours shall consist of 450 core hours. The core hours must be attained while the apprentice is sponsored by an employer. The remaining 126 hours of RTI shall consist of other course offerings that are part of an electrical training program approved by the USDOLOA and the Electrical Administrative Board. Course selections are to be made by the student or employer/sponsor to reflect educational needs of apprentices based on the student's needs or the sponsor's focus of work.

The purpose of the RTI is to provide appropriate classroom training to all electrical apprentices. This training along with on the job experience will benefit electrical apprentices by supplying them with the knowledge necessary to work safely in the electrical industry. In addition, electrical apprentices will be better prepared to pass electrical licensing examinations. Further, the overall electrical apprentice training program will make electrical apprentices more valuable to employers who demand skilled and knowledgeable workers. The method of RTI delivery may vary with the RTI provider, such as modular, on-line, distance learning or a traditional classroom setting. The RTI provider must meet the USDOLOA apprenticeship training program standards. RTI will be quantifiable and tracked. As stipulated above the core training hours required as part of an approved electrical apprenticeship program must be earned while the electrical apprentice is in the 4 year electrical apprentice registration cycle.

The MASCI website will be a valuable resource for information regarding these new requirements. If you have reviewed the information on the MASCI website and have further questions related to electrical contractor and apprentice registration with the USDOLOA you can contact the USDOLOA by e-mail at sponsorinfo@aboutmasci.org or by phone at (517) 377-1746.

Electrical apprentices currently registered with the State of Michigan will receive this notification in their renewals shortly. Before returning the registration it will be necessary for both electrical contractors that employ apprentices and electrical apprentices to register with the USDOLOA. It can not be overstated that there are serious consequences for electrical contractors and electrical apprentices that do not comply with the statutory requirements. This process will take the cooperation and effort of all involved. The electrical industry and the people of the State of Michigan will be better served for our efforts. Thanks in advance for your patience and

cooperation.

Notice to Electrical Contractors and Apprentices
Page 3

Below is a list of courses and hours that may be included as part of an electrical training program. Courses other than those listed below are acceptable if the program has been approved by the USDOLOA and the Electrical Administrative Board. Areas of instruction that are part of the 450 core hours of training are indicated by the hours required adjacent to the course category. Core hours must be completed while an apprentice is attending an apprenticeship training program approved by the USDOLOA and the Electrical Administrative Board.

	<u>Hours</u>		<u>Hours</u>
Basic HVAC		Material Identification	10
Branch Circuit Distribution	45	Mathematics	30
Blueprint reading	10	Motor Controls	60
Circuit Diagram Interpretation		Motors	30
Communications/Technical Writing		National Electrical Code	60
Conduit Fabrication		OHSA/Safety Awareness	10
Digital Electronics		Overcurrent Protection	30
Distributed Control/Process Control		Programmable Controllers	15
Electrical Theory	60	Remote Control Wiring	
Electrical Grounding	30	Residential Control Systems	
Electronics			
Entertainment/Sound Systems		Security Systems	
Fiber Optics		Systems Analysis, Repair & Certification	
Fire Alarm Systems	15	Telecommunication Systems	
Industry Orientation	15	Instrumentation	
(Michigan Laws & Rules)			
Intelligent Wiring Systems		Tool Identification	
Job Information		Transformers	30
Lightning Protection Systems		Video Distribution	
Local Area Network Systems			
Low Voltage Systems			

If you have reviewed the information on the MASCI website and have further questions feel free to contact the Electrical Division at (517) 241-9320.

Dan O'Donnell, Chief
Electrical Division



JOURNEYMAN LICENSE REQUIREMENTS & EXAMINATION CONTENT & DESCRIPTION

Electrical Journeyman – A person other than an Electrical Contractor who, as his or her principal occupation, is engaged in the practical installation or alteration of electric wiring. An Electrical Contractor or Master Electrician may also be an Electrical Journeyman.

Skilled Trades Regulation Act (PA 407 of 2016)

EFFECTIVE SEPTEMBER 1, 2010, ALL APPLICANTS FOR JOURNEYMAN ELECTRICIAN LICENSE ARE REQUIRED TO PARTICIPATE IN AN ELECTRICAL TRAINING PROGRAM APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED IN PA 407 OF 2016. FAILURE TO DO SO INVALIDATES THE APPRENTICE REGISTRATION(S). ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION(S) WILL NOT BE CREDITED TOWARDS THE JOURNEYMAN ELECTRICIAN EXAMINATION.

- ✓ Must be at least 20 years of age.
- ✓ Must be a Detroit resident and show proof of residency
- ✓ Must complete a Journeyman application form and submit a letter of documentation from one or more employer(s) attesting to not less than 8,000 hours of practical experience obtained over a period of not less than 4 years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit, City of Grand Rapids, or the State of Michigan.
- ✓ Have a current Electrical Apprentice Registration on file in good standing. Applicants shall show proof of valid Apprentice Registrations coinciding with the required 8,000 hours of practical experience obtained over a 4-year period.

For additional information, please see the Electrical Licensing Procedures Guide.

The Journeyman Examination consists of 80 multiple choice questions worth 1.25 points each with a 2½ hour time limit. This exam is based on:

- State of Michigan Skilled Trades Regulation Act of 2016 (PA 407 of 2016)
- 2014 National Electrical Code
- 2014 Part 8 Rules

Part I	Fundamentals and Practical Electricity	20 problems	25
Part II	Part 8 Rules	10 questions	12.5
Part III	National Electrical Code	50 questions	62.5
Total Points			100

All examinations are **open book**. A *National Electrical Code®* (NEC) book, 2014 Part 8 Rules, and PA 407 of 2016 are available to all applicants for the examination. Applicants may bring an unmarked NEC book for use during the examination. Code books may include *NFPA 70* approved index tabs (**not homemade varieties**).

No markings will be allowed on or within the code book. This includes margin notes, test notes, highlighting, paper clips, or other testing aids. **Handbooks and/or Ugly's books are not allowed.** Applicants may bring a basic four function, non-programmable calculator that is silent, battery operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet.

Applicants are not allowed to have personal belongings in the exam room including, but not limited to: cell phones, recording devices, ear buds, headphones, Bluetooth devices, electronic watches, electronic devices, cameras, pagers, laptop computers, tablet computers, music players, smart watches, radios, electronic games, notebooks, reference or reading material, briefcases, backpacks, other writing devices, and good luck items.

Any applicant possessing prohibited items, giving or receiving assistance on an exam, and/or found with unauthorized materials in the examination room shall immediately surrender all examination materials, shall have his or her test results invalidated, and will be reported to the Board of Electrical Examiners.

Applicants for examination are required to bring picture identification to the examination site. (Current and valid Driver's License/State ID preferred) A score of 75% or better is required to pass the examination. If you do not pass, you **may not** review your exam.

EXAM RESULTS ARE NOT GIVEN OVER THE TELEPHONE.

The Electrical Journeyman examination covers entry-level knowledge of the electrical industry as outlined in all categories listed below:

Boxes, Cabinets, Panelboards, and Non-Raceway Enclosures
Application of the proper type, use and support of boxes and cabinets, etc. Includes calculation of proper size and rating.
Branch Circuits, Wire Connections, and Devices
Knowledge of circuit classifications, ratings, design, and use requirements. Knowledge and calculation of branch circuit loads. Application of code rules covering electrical outlets and devices, including wiring connectors and methods.
Conductors
Determine ampacity, type of insulation, usage requirements, methods of installation, protection, support and termination. Includes calculation of voltage drop.
General Knowledge of the Electrical Trade
Terminology and practical calculations such as power factor, voltage and current ratings of equipment.
General Use Equipment
Knowledge of code rules covering appliances, heating and air conditioning equipment, generators, transformers, etc.

Grounding and Bonding

Demonstrate knowledge of system and circuit grounding requirements, methods and location of grounding connections. Selection of proper size grounding conductors, bonding of enclosures, equipment, and interior metal piping systems.

Lighting and Lamps

Knowledge of all types and applications of lighting fixtures, luminaires, ratings, requirements for occupancies, special provisions, clearances, etc. Includes load calculations for lighting.

Low Voltage Circuits and Equipment

Knowledge of circuits and equipment characterized by usage and electrical power limitations, which differentiate them from electric light and power circuits. Includes remote-control, signaling, and power limited circuits.

Motors, Controls, and Equipment

Knowledge of code rules governing installation of motors and controls. Includes calculations for motor feeder and branch circuits, short circuit, ground fault, and overload protection, and disconnecting means. Knowledge of all control circuits and motor type application and usage.

Overcurrent Protection

Knowledge of fuse application, circuit breakers and all types of protective devices for conductors and equipment. Includes rules on taps and splices.

Raceways

Knowledge of all types of raceways and their uses. Determining proper size, conductor fill, support and methods of installation.

Services and Feeders

Knowledge of code rules covering services. Calculation of electrical loads and determination of proper size, rating and type of service and feeder conductors.

Special Occupancies and Equipment

Knowledge of code rules as they apply to hazardous locations, health care facilities, places of assembly, etc. Includes code rules on signs, welders, industrial machinery, swimming pools, etc.



Where am I: [Home](#) > [Buildings, Safety Engineering and Environmental Department](#) > [Construction Inspection](#)
> [Electrical Inspection Team](#)

ELECTRICAL JOURNEYMAN CHECKLIST

Step 1:

Applications are available online, or by visiting the office:

City of Detroit Buildings, Safety Engineering and Environmental Department
Electrical Inspection Division

Coleman A. Young Municipal Center

2 Woodward Ave., Fourth Floor, Room 408

Detroit, MI 48226

Between the hours of 8:00 a.m.-4:30 p.m., Monday through Friday.

**EFFECTIVE SEPTEMBER 1, 2010, ALL ELECTRICAL APPRENTICES ARE
REQUIRED TO BE PARTICIPATING IN AN ELECTRICAL TRAINING PROGRAM
APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED
IN THE STATE OF MICHIGAN SKILLED TRADES REGULATION ACT (PA 407 of**

2016). FAILURE TO DO SO INVALIDATES THE REGISTRATION. ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION WILL NOT BE CREDITED TOWARDS THE JOURNEYMAN ELECTRICIAN EXAMINATION.

Qualifications for the Journeyman Electrician License:

Must be 20 years of age

Must be a Detroit resident and show proof of residency

Have a current Electrical Apprentice Registration form on file

Applicants shall show proof of valid Apprentice Registrations coinciding with the required 8,000 hours of practical experience obtained over a 4 year period

Documentation Required:

One completed Journeyman Electrician License Application

Current and valid Driver's License or Michigan State ID. Passports are NOT accepted.

One Passport-sized photo of applicant

Original and notarized letter(s) on company letterhead from your employer(s), attesting to not less than 8,000 hours of practical experience obtained over a period of not less than four years related to electrical construction, maintenance of buildings, or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit, City of Grand Rapids, or the State of Michigan.

Note: Letters should have start and end dates of employment, number of hours worked, a brief description of your experience or duties, the Master's License number, and the city in which the Master holds his/her License. Paycheck stubs are NOT considered valid documents.

All fields are **REQUIRED** on the application except where noted.

Step 2:

Submit application with documentation to the Electrical Division in Room 408 for approval from the Board of Electrical Examiners. The Board's written

decision will be sent via postal mail to the applicant.

Step 3:

If Denied: Applicant must provide requested documentation as written from the Board of Electrical Examiners, and re-submit for Board approval.

If Approved: Applicant will need to come down to the Electrical Division to pay for the Electrical Journeyman's Exam (\$55.00). Once exam is paid, the applicant may schedule an exam date. The examination is taken in Room 408.

Step 4:

Take the exam on the scheduled date and time (9:30 a.m.). Applicants will receive their test results in writing. **TEST RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE.**

Step 5:

If applicant fails exam: Applicant must re-pay the exam fee and re-schedule for the next available exam date.

If the examination is failed twice within a two year period there will be a one year wait from the date of the second examination. In addition, successful completion of a course on code, electrical fundamentals, or electrical theory approved by the Board of Electrical Examiners, is required in order for the applicant to become eligible again to sit for the exam.

If applicant passes exam: The applicant must come to Room 408 for a Licensing Invoice to pay for the Journeyman's License (\$45.00).

Step 6:

Applicant must take invoice and pay appropriate fees to the Licenses & Permits Division cashier in Room 402.

Step 7:

Journeyman Electrician's License is issued to applicant by the cashier.

CONTACTS



BSEED cashier
(313) 224-3202



Property Maintenance Division
(313) 628-2451



Vincent Cooley
Supervisor of Electrical
(313) 224-3130
CooleyV@detroitmi.gov



Buildings, Safety, Engineering, and Environmental Department (BSEED) Coleman A Young
Municipal Center 4th Floor Woodward Avenue, Detroit, MI 48226 (313) 224-2733



Electrical Inspection Team 2 Woodward Avenue, Suite 408 ,Detroit MI 48226 (313) 224-3228,
(313) 224-3226, (313) 628-2661
• Monday - Friday, 8:00 am - 4:30 pm

DEPARTMENT MENU

[Related Links](#)

[Documents](#)

[Forms](#)

RELATED LINKS

[Electrical License Fee](#)

DOCUMENTS

Journeyman Electrical Information

Information about Journeyman Electrical

FORMS

Application for Electrical Journeyman License

Application for Electrical Journeyman License



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF DEVELOPMENT AND GRANTS

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 1026
DETROIT, MICHIGAN 48226
PHONE: 313 • 628-2158
FAX: 313 • 224 • 0542
WWW.DETROITMI.GOV

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September 10, 2019

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Authorization to submit a grant application to the Recycling Partnership for the Recycling Partnership Leadership Grant

The Office of Sustainability is hereby requesting authorization from Detroit City Council to submit a grant application to the Recycling Partnership for the Recycling Partnership Leadership Grant. The amount being sought is \$253,800.00. There is no match requirement. The total project cost is \$253,800.00.

The Recycling Partnership Leadership Grant will enable the department to:

- Hire a Recycling Coordinator who will establish data collection and management protocols and grow the multifamily recycling program

We respectfully request your approval to submit the grant application by adopting the attached resolution.

Sincerely,

Ryan Friedrichs
Director, Office of Development and Grants

CC:
Katerli Bounds, Deputy Director, Grants
Sajjiah Parker, Assistant Director, Grants

This Request has been approved by the Office of Budget

2019 SEP 10 10:45 AM

RESOLUTION

Council Member _____

WHEREAS, the Office of Sustainability has requested authorization from City Council to submit a grant application to the Recycling Partnership, for the Recycling Partnership Leadership Grant, in the amount of \$253,800.00, to hire a Recycling Coordinator who will establish data collection and management protocols and grow the multifamily recycling program; now

THEREFORE BE IT RESOLVED, the Office of Sustainability is hereby authorized to submit a grant application to the Recycling Partnership for the Recycling Partnership Leadership Grant.



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF DEVELOPMENT AND GRANTS

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 1026
DETROIT, MICHIGAN 48226
PHONE: 313 • 628-2158
FAX: 313 • 224 • 0542
WWW.DETROITMI.GOV

Grant Application Request Form (GARF)

In order to secure the Office of Development and Grants (ODG) approval required under Section 18-4-2 of the Detroit City Charter, this form is to be filled out by City Departments as soon as possible upon learning of an opportunity that the Department would like to pursue. This form must be signed and submitted not later than 20 business days prior to the application deadline.

Please submit this form to the following ODG staff: Sajjiah Parker, Assistant Director, parkersa@detroitmi.gov and Greg Andrews, Program Analyst IV, andrewsgr@detroitmi.gov

City Department	Office of Sustainability
Date	September 9, 2019
Department Contact Name	Joel Howrani Heeres
Department Contact Phone	313-224-9420
Department Contact Email	howraniheeres@detroitmi.gov
Grant Opportunity Title	The Recycling Partnership Leadership Grant RFI
Grant Opportunity Funding Agency	The Recycling Partnership
Web Link to Opportunity Information	N/A (It was invitation only)
Award Amount (that Department will apply for)	\$253,800
Application Due Date	09/09/2019
Anticipated Proposed Budget Amount	\$253,800
City Match Contribution Amount	N/A
Source of City Match (include Appropriation Number, Cost Center, and Object Code)	N/A
List of programs/services/activities to be funded and the Budget for each <i>Sample:</i> - ABC Afterschool program: \$150,000 - XYZ Youth leadership program: \$100,000 - Salary/Benefits: \$95,000 - Supplies: \$5,000	Recycling Coordinator (pay + fringe) 1 FTE funded over 2 years - \$170,000 MRF Recycling Sort, Curbside 2 sorts per year over 2 years - \$30,000 Set-out Rate Study, Oops Tagging, Curbside 2 sorts with Oops tagging efforts per year over 2 years - \$8,800 Recycling Sort, Oops Tagging, Multifamily - \$4,000 Anti-contamination marketing, Curbside & MF 2-year campaign - \$20,000 Ambassadors - \$21,000
Brief Statement of Priorities/Purpose for the Application <i>Sample: To support expansion of promising youth development programs in MNO neighborhood.</i>	Grant funds would be used to hire a Recycling Coordinator, who will establish data collection and management protocols and grow our multifamily recycling program over two years. The Coordinator will help plan and oversee data collection activities such as recycling sorts, set-out rate studies, and "Oops" tagging for single family curbside recycling. The Coordinator will work with our education contractors, Green Living Science and Zero Waste Detroit, and TRP to adjust and redeploy messaging and recruitment strategies in the second year of this proposal. Data will be collected again to gauge impact of the adjusted strategies. The Coordinator will also be the main contact at the City for new multifamily recycling accounts that are serviced by the City. The Coordinator will work closely with education contractors and City staff to recruit multifamily properties, ensure successful service delivery, and track program data such as participation and tonnage where possible. There will be one recycling sort and two instances of Ooops tagging at selected multifamily buildings per year.
Key Performance Indicators to be Used to Measure the Programs/Services/Activities <i>Sample:</i> # of kids newly enrolled in ABC and XYZ % of kids from ABC who demonstrate improved educational performance	% Participation Rate in Curbside Program % Participation Rate in Multifamily Program % Contamination Rate Curbside % Contamination Rate Multifamily

Joel Howrani Heeres

Director's Name (Please Print)

Director's Signature

9/9/2019

Date



CITY OF DETROIT
DEPARTMENT OF PUBLIC WORKS
CITY ENGINEERING DIVISION

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVE. SUITE 601
DETROIT, MICHIGAN 48226
PHONE: (313) 224-3949 • TTY: 711
FAX: (313) 224-3471
WWW.DETROITMI.GOV

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September 27, 2019

RE: Petition No. 454 — Detroit Department of Public Works City Engineering Division, request to vacate Brooklyn Avenue 50 feet wide, from north line Temple Avenue, 50 feet wide, to the south of Elm Street, 50 feet wide, with reservations of easements in parts of vacated area.

The petition was referred to the City Engineering Division – DPW for investigation (utility review) and report. This is our report.

The request is being made so that Detroit Entertainment, L.L.C. d/b/a MotorCity Casino Hotel can construct an expansion to existing parking structure on the west side of Brooklyn Street between Elm Street, 50 feet wide, and Temple Street, 50 feet wide.

The request was approved by the Solid Waste Division – DPW, and Traffic Engineering Division – DPW, and City Engineering - DPW.

Detroit Water and Sewerage Department (DWSD) has no objection to the reservation of easement and outright vacation. The specific DWSD provisions for easements and vacations are included in the resolution.

DTE Energy reports having services in the area. Provisions to maintain access to DTE facilities in the easement area; and to pay for the removal work for the vacation is a part of the resolution.

Detroit Fire Department (DFD) reports involvement but no objection provided Detroit Entertainment, L.L.C. d/b/a MotorCity Casino Hotel maintains emergency vehicle access to all existing building structures and hydrants.

All other involved City Departments, and privately owned utility companies have reported no objections to the outright vacation of the public right-of-way, and the reservation of part of the public right-of-way for a private easement for public utilities. Provisions protecting utility installations are part of the attached resolution.



CITY OF DETROIT
DEPARTMENT OF PUBLIC WORKS
CITY ENGINEERING DIVISION

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVE. SUITE 601
DETROIT, MICHIGAN 48226
PHONE: (313) 224-3949 • TTY: 711
FAX: (313) 224-3471
WWW.DETROITMI.GOV

I am recommending adoption of the attached resolution.

Respectfully submitted,

Richard Doherty, P.E., City Engineer
City Engineering Division – DPW

/JD-JK

Cc: Ron Brundidge, Director, DPW
Mayor's Office – City Council Liaison

BY COUNCIL MEMBER _____

RESOLVED, for the vacation, subject only to a reservation of easements as set forth below, of all of the following parts of Brooklyn Avenue in the City of Detroit, Wayne County, Michigan further described as (and elsewhere herein referred to as the "Reserved Easement Area"):

The following part of Brooklyn Avenue, 50 feet wide, from north line of Temple Avenue, 50 feet wide, to the south line of Elm Street, 50 feet wide: the east 45 feet of Brooklyn Avenue lying east of and adjoining the west line of lots 3 through 6 and the south 4.19 feet of lot 7 of PROUTYS SUBDIVISION LIBER 1, PAGE 260 PLATS, WAYNE COUNTY RECORDS; also the east 32 feet of Brooklyn Avenue lying west of and adjoining lots 8 through 12, and the north 35.81 feet of lot 7 of PROUTYS SUBDIVISION LIBER 1, PAGE 260 PLATS, WAYNE COUNTY RECORDS; and bounded on the south by Temple Avenue, 50 feet wide, and Elm Street, 50 feet wide.

Also described as:

THAT PART OF BROOKLYN AVENUE (50 FEET WIDE) MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE NORTHEAST CORNER OF LOT 19 OF SUBDIVISION OF OUTLOTS 13, 14, 15, AND 16 OF BAKER FARMS, LIBER 1, PAGE 285, POINT ALSO BEING THE INTERSECTION OF THE SOUTH LINE OF ELM STREET (50 FEET WIDE) AND THE WEST LINE OF BROOKLYN AVENUE; THENCE N66°21'50"E, 18.00 FEET TO THE POINT OF BEGINNING; THENCE N.66°21'50"E, 3.23 FEET; THENCE N20°21'18"E, 41.43 FEET TO THE NORTHWEST CORNER OF LOT 10 OF PROUTY'S SUBDIVISION OF BLOCKS 17 AND 21, LABROSSE AND BAKER FARMS SOUTH OF GRAND RIVER ROAD, LIBER 1 OF PLATS, PAGE 260; THENCE S23°38'10" E, 507.01 FEET ALONG THE EAST LINE OF BROOKLYN AVENUE TO THE SOUTHWEST CORNER OF LOT 3 OF SAID PROUTY'S SUBDIVISION, POINT ALSO BEING THE INTERSECTION OF THE EAST LINE OF SAID BROOKLYN AVENUE AND THE NORTH LINE OF TEMPLE AVENUE (50 FEET WIDE); THENCE S66°14'02"W, 45.00 FEET ALONG SAID NORTH LINE; THENCE N23°38'10"W, 183.18 FEET; THENCE N66°21'50"E, 13.00 FEET; THENCE N23°38'10"W, 294.13 FEET TO THE POINT OF BEGINNING.

Be and the same are hereby vacated as a public right-of-way to become part and parcel of the abutting property but subject only to (1) a reservation in a portion of the Reserved Easement Area of a non-exclusive Pedestrian Access Easement as elsewhere herein set forth and (2) reservation of non-exclusive private easements for public utilities of the full width of said vacated Reserved Easement Area,, which Reserved Easement Area shall be subject to the following covenants and agreements, uses, reservations and regulations, which shall be observed by the owners of the lots abutting on said Reserved Easement Area and by their heirs, executors, administrators and assigns, forever to wit:

First, said owners hereby reserve to and for the use of the public an easement over said Reserved Easement Area for the purposes of maintaining, installing, repairing, removing, or replacing the existing public utilities such as water mains, sewers, gas lines or mains, telephone, electric light conduits or poles or things usually placed or installed in a public right-of-way in the City of

Detroit, with the right to ingress and egress on reasonable advance notice at any time to and over said Reserved Easement Area for the purpose above set forth, subject to the obligations as set forth in Section 2 immediately below,

Second, said public utility easement in and over said Reserved Easement Area shall be forever accessible to the maintenance and inspection forces of the utility companies, or those specifically authorized by them, for the purpose of inspecting, installing, maintaining, repairing, removing, or replacing, on reasonable advance notice and as set forth below, any sewer, conduit, water main, gas line or main, telephone or light pole or any utility facility placed or installed in the Reserved Easement Area. The utility companies shall have the right to cross or use the driveways and yards of the adjoining properties for ingress and egress on reasonable advance notice at any time to and over said utility easement with any necessary equipment to perform the above mentioned task, with the understanding that the utility companies shall use due care in such crossing or use and shall not unreasonably interfere with said owner's use of said Reserved Easement Area and/or said driveways and yards of the adjoining properties, and that any property damaged by the utility companies shall be restored to a satisfactory condition,

Third, said owners for their heirs and assigns further agree that no buildings or structures of any nature whatsoever including, but not limited to, retaining or partition walls (except necessary line fences or gates), shall be built or placed upon said Reserved Easement Area, nor change of surface grade made, without prior approval of the City Engineering Division – DPW,

Fourth, that if the owners of any lots abutting on said Reserved Easement Area shall request the removal and/or relocation of any existing poles or other utilities in said easement; such owners shall pay all costs incidental to such removal and/or relocation, unless such charges are waived by the utility owners,

Fifth, that if any utility located in said Reserved Easement Area shall break or be damaged as a result of any action on the part of said owners or assigns (by way of illustration but not limitation) such as storage of excessive weights of materials or construction not in accordance with Section 3, mentioned above, then in such event said owners or assigns shall be liable for all costs incidental to the repair of such broken or damaged utility; and

Provided, that the abutting property owners maintain, for DTE Energy, full access to its facilities located in the Reserved Easement Area at all times and that free and easy access to the DTE facilities is reserved for DTE equipment, including the use of backhoes, bull dozers, cranes or pipe trucks, and other heavy construction equipment, as necessary for the alteration or repair of DTE facilities, in accordance with Section 2 above, and further

Provided, that an easement over the Reserved Easement Area is reserved for the Detroit Water and Sewerage Department for the purpose of installing, maintaining, repairing, removing, or replacing any sewers, water mains, fire hydrants and appurtenances, with the right of ingress and egress, in accordance with Section 2 above, at any time to, and over said easement for the purpose above set forth; and be it further

Provided, that free and easy access to the sewers, water mains, fire hydrants and appurtenances within the Reserved Easement Area is required for Detroit Water and Sewerage Department equipment, including the use of backhoes, bull dozers, cranes or pipe trucks, and other heavy construction equipment, as necessary for the alteration or repair of the sewer or water main facilities, in accordance with Section 2 above; and be it further

Provided, that said owners of the adjoining property, for themselves, their heirs and assigns, agree that no building or structure of any nature whatsoever, including porches, patios, balconies, etc., shall be built upon or over said Reserved Easement Area, or that no grade changes or storage of materials shall be made within said Reserved Easement Area without prior written approval and agreement with the Detroit Water and Sewerage Department; and be it further

Provided, that if any time in the future, the owners of any lots abutting on said vacated right-of-way shall request the removal and/or relocation of the aforementioned utilities in said Reserved Easement Area, such owners shall pay all costs incident to such removal and/or relocation. It is further provided that if sewers, water mains, and/or appurtenances in said Reserved Easement Area shall break or be damaged as a result of any action on the part of the owner, or assigns, then in such event, the owner or assigns shall be liable for all costs incident to the repair of such broken or damaged sewers and water mains, and shall also be liable for damages directly resulting from said action; and be it further

Provided, that the public utility easements hereby reserved are non-exclusive, and said petitioner/property owner retains the right to utilize the Reserved Easement Area, improve the Reserved Easement Area, and grant third parties rights to utilize the Reserved Easement Area, so long as the foregoing actions do not materially interfere with the public utility easement rights reserved above in the Reserved Easement Area; and be it further

RESOLVED, for the outright vacation, subject only to a reservation of a non-exclusive Pedestrian Access Easement as set forth below, of the following parts of Brooklyn Avenue in the City of Detroit, Wayne County, Michigan further described as (and elsewhere herein referred to as the "Outright Vacated Area"):

The following part of Brooklyn Avenue, 50 feet wide, from north line of Temple Avenue, 50 feet wide, to the south line of Elm Street, 50 feet wide: the west 5 feet of Brooklyn Avenue lying east of and adjoining the east line of lots 5 through 7 and the south 13.19 feet of lot 8 of SUBDIVISION OF OUTLOTS 13 THROUGH 16 BAKER FARM LIBER 1, PAGE 285 PLATS WAYNE COUNTY RECORDS; also the west 18 feet of Brooklyn Avenue lying east of and adjoining lots 17 through 19, and the north 65.81 feet of lot 8 of SUBDIVISION OF OUTLOTS 13 THROUGH 16 BAKER FARM LIBER 1, PAGE 285 PLATS WAYNE COUNTY RECORDS; and bounded on the south by Temple Avenue, 50 feet wide, and Elm Street, 50 feet wide.

Also described as:

THAT PART OF BROOKLYN AVENUE (50 FEET WIDE) MORE PARTICULARLY DESCRIBED AS: BEGINNING AT THE NORTHEAST CORNER OF LOT 19 OF

SUBDIVISION OF OUTLOTS 13, 14, 15, AND 16 OF BAKER FARMS, LIBER 1, PAGE 285, POINT ALSO BEING THE INTERSECTION OF THE SOUTH LINE OF ELMS STREET (50 FEET WIDE) AND THE WEST LINE OF BROOKLYN AVENUE; THENCE N66°21'50"E, 18.00 FEET; THENCE S23°38'10"E, 294.13 FEET; THENCE S66°21'50"W, 13.00 FEET; THENCE S23°38'10"E, 183.18 FEET TO A POINT ON THE NORTH LINE OF TEMPLE AVENUE (50 FEET WIDE); THENCE S66°14'02"W, 5.00 FEET ALONG SAID NORTH LINE TO THE SOUTHEAST CORNER OF LOT 5 OF SUBDIVISION OF OUTLOTS 13, 14, 15, AND 16 OF BAKER FARMS, LIBER 1, PAGE 285, POINT ALSO BEING THE INTERSECTION OF THE NORTH LINE OF SAID TEMPLE AVENUE AND THE WEST LINE OF SAID BROOKLYN AVENUE; THENCE N23°38'10"W, 477.32 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING.

Be and the same is hereby vacated (outright) as public right-of-way to become part and parcel of the abutting property, subject only to (1) reservation in a portion of the Outright Vacated Area of a non-exclusive Pedestrian Access Easement as elsewhere herein set forth and (2) the following provisions:

Provided, that petitioner/property owner make satisfactory arrangements with any and all utility companies and city departments for the needed removal and/or relocation of the utility companies' and city departments' existing facilities from the Outright Vacated Area into the Reserved Easement Area, with the cost borne by the petitioner, and further

Provided, that the petitioner make the necessary arrangements with DTE Energy for the needed removal and relocation of DTE Energy's existing facilities from the Outright Vacated Area into the Reserved Easement Area, and miscellaneous associated work, with the cost borne by the petitioner, and further

Provided, that the petitioner make the necessary arrangements with AT&T for the needed removal and relocation of AT&T's existing facilities from the Outright Vacated Area into the Reserved Easement Area, and miscellaneous associated work, with the cost borne by the petitioner, if necessary, and further

Provided, that the petitioner shall design and construct, within the Reserved Easement Area, the sewers needed in connection with this vacation of right of way, and shall make the needed connections to the existing public sewers as required by Detroit Water and Sewerage Department (DWSD) in connection with construction of those new sewers and further

Provided, that the plans for those new sewers shall be prepared by a registered engineer, and further

Provided, that DWSD be and is hereby authorized to review the drawings for those proposed sewers and to issue permits for the construction of those sewers, and further

Provided, that the entire work regarding those sewers is to be performed in accordance with plans and specifications approved by DWSD and constructed under the inspection and approval of DWSD, and further

Provided, that the entire cost of that proposed sewers construction, including inspection, survey and engineering, shall be borne by the petitioner, and further

Provided, that the petitioner shall deposit with DWSD, in advance of that engineering, inspection and survey, such amounts as the department reasonably deems necessary to cover the costs of these services, and further

Provided, that, recognizing that these resolutions contain a satisfactory reservation of easement for the sewers in the Reserved Easement Area, and further

Provided, that the Board of Water Commissioners shall accept the easement so reserved in the Reserved Easement Area on behalf of the City, and further

Provided, that the petitioner shall provide a one (1) year warranty for the above proposed new sewers, and further

Provided, that upon satisfactory completion, those sewers shall become City property and become part of the City system, and any existing sewers in the Outright Vacated Area that were abandoned in connection with this vacation of right of way shall belong to the petitioner and will no longer be the responsibility of the City, if applicable, and further

Provided, that any construction occurring pursuant to these resolutions that takes place in the public rights-of-way such as curbs and sidewalks shall be done under city permit and inspection according to City Engineering Division – DPW specifications with all costs borne by the abutting owner(s), their heir or assigns; and further

RESOLVED, that a non-exclusive pedestrian access easement as set forth below is reserved in the following parts of Brooklyn Avenue in the City of Detroit, Wayne County, Michigan described as (and elsewhere herein referred to as the “Public Pedestrian Easement Area”):

The following part of Brooklyn Avenue, 50 feet wide, from the North line of Temple Avenue, 50 feet wide, to the South line of Elm Street, 50 feet wide: BEGINNING AT THE NORTHEAST CORNER OF LOT 19 OF SUBDIVISION OF OUTLOTS 13, 14, 15, AND 16 OF BAKER FARMS, LIBER 1, PAGE 285, POINT ALSO BEING THE INTERSECTION OF THE SOUTH LINE OF ELM STREET (50 FEET WIDE) AND THE WEST LINE OF BROOKLYN AVENUE; THENCE N66°21'50"E, 21.23 FEET; THENCE N20°21'18"E, 41.43 FEET TO THE NORTHWEST CORNER OF LOT 10 OF PROUTY'S SUBDIVISION OF BLOCKS 17 AND 21, LABROSSE AND BAKER FARMS SOUTH OF GRAND RIVER ROAD, LIBER 1 OF PLATS, PAGE 260; THENCE S23°38'10"E, 9.73 FEET ALONG THE EAST LINE OF BROOKLYN AVENUE; THENCE S27°52'29"W., 40.66 FEET; THENCE S66°21'50"W, 18.17 FEET TO A POINT ON THE WEST LINE OF SAID BROOKLYN AVENUE; THENCE N23°38'10"W, 5.23 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING.

Be and the same are hereby subject to a non-exclusive easement for public pedestrian access over the Public Pedestrian Easement Area, subject to the following covenants and agreements, usage, reservations, and regulations, forever to wit:

First, said owner hereby reserves to and for the use of the public an easement, over said Public Pedestrian Easement Area, for the sole purpose of pedestrian access (the "Pedestrian Access Easement"), and further

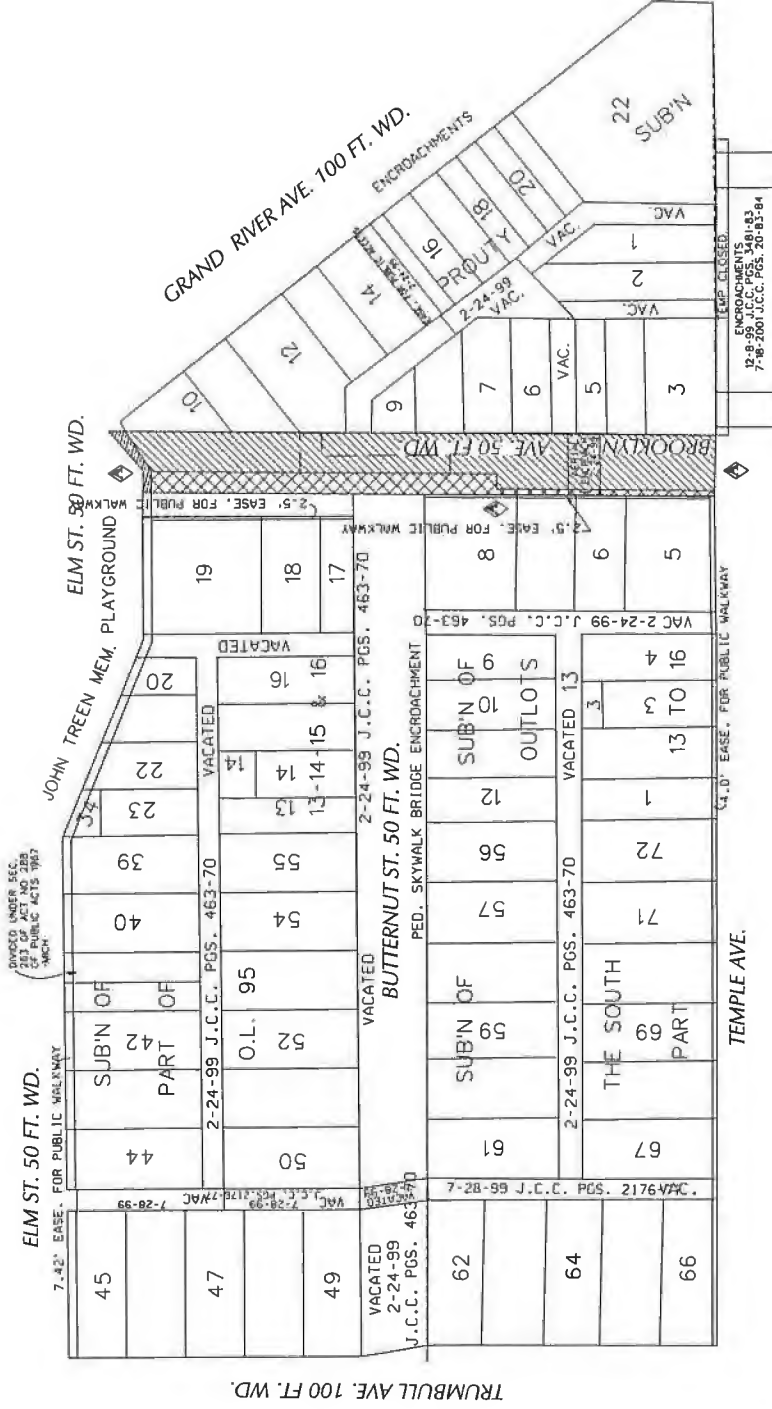
Second, said owner, for its heirs and assigns, further agrees that no buildings or structures of any nature whatsoever, including, but not limited, retaining or partition walls, shall be built upon said Public Pedestrian Easement Area without prior approval of the City Engineering Division – DPW, and be it further

Provided, that the Pedestrian Access Easement hereby reserved is non-exclusive, and said petitioner/property owner retains the right to utilize the Public Pedestrian Easement Area, improve the Public Pedestrian Easement Area, and grant third parties rights to utilize the Public Pedestrian Easement Area, so long as the foregoing actions do not materially interfere with the public's right for pedestrian access reserved above in the Public Pedestrian Easement Area, and be it further

Provided, That the City Clerk shall within 30 days record a certified copy of these resolutions with the Wayne County Register of Deeds.

PETITION NO. 454
 DETROIT ENTERTAINMENT LLC d/b/a MOTOR CITY CASINO HOTEL
 (C/O GIFFELS WEBSTER)
 28 W. ADAMS, SUITE 1200
 DETROIT, MICHIGAN 48226
 MICHAEL MARKS
 PHONE NO. (313) 962-4442

REVISION - A -



- VACATION WITH RESERVATION OF EASEMENT
- OUTRIGHT VACATION
- VARIABLE WIDTH PUBLIC PEDESTRIAN EASEMENT

CARTO
 29 C & 29 D

- REQUEST TO OUTRIGHT VACATE THE WESTERN (VARIABLE WIDTH) OF BROOKLYN ST. LOCATED BETWEEN THE SOUTHERN LINE OF ELM ST. AND THE NORTHERN LINE OF TEMPLE ST.
- REQUEST FOR VACATION WITH RESERVATION OF EASEMENT FOR THE EASTERN (VARIABLE WIDTH) OF BROOKLYN ST. LOCATED BETWEEN THE SOUTHERN LINE OF ELM ST. AND THE NORTHERN LINE OF TEMPLE ST.
- REQUEST FOR VARIABLE WIDTH PUBLIC PEDESTRIAN EASEMENT

										CITY OF DETROIT CITY ENGINEERING DIVISION SURVEY BUREAU				
										JOB NO. 01-01				
										DRWG. NO. X 454				
- REQUEST TO OUTRIGHT VACATE THE WESTERN (VARIABLE WIDTH) OF BROOKLYN ST. LOCATED BETWEEN THE SOUTHERN LINE OF ELM ST. AND THE NORTHERN LINE OF TEMPLE ST.														
- REQUEST FOR VACATION WITH RESERVATION OF EASEMENT FOR THE EASTERN (VARIABLE WIDTH) OF BROOKLYN ST. LOCATED BETWEEN THE SOUTHERN LINE OF ELM ST. AND THE NORTHERN LINE OF TEMPLE ST.														
- REQUEST FOR VARIABLE WIDTH PUBLIC PEDESTRIAN EASEMENT														

B														
A		Changing the Description		SA	KSM	09/04/19								
DESCRIPTION		REVISE		DATE	DATE									
DRAWN BY		SA		CHECKED		KSM								
DATE		02-27-19		APPROVED										

City of Detroit

CITY COUNCIL

63

RAQUEL CASTAÑEDA-LÓPEZ


COUNCIL MEMBER

DISTRICT 6

MEMORANDUM

TO: Mayor's Office

THRU: Council President Brenda Jones

FROM: Council Member Raquel Castañeda-López 

DATE: September 25, 2019

RE: Mayor's Office –District 6 DFD Concerns

Please respond to the following questions regarding the Detroit Fire Department:

1. Despite the concentration of businesses and density downtown, there is no fire ladder within three miles of the downtown area.
 - a. What happened to the plans to build a fire super station downtown?
 - b. What are the plans to put a fire ladder back in the downtown area and address this issue?
2. Neither Engine 1 (11 W Montcalm) nor Engine 34 (6345 Livernois), have adjacent parking lots that are owned/operated by the City. What is the timeline for securing adjacent parking for these engines?
3. Given the numerous street closures and construction taking place in preparation for the Gordie Howe Bridge, has the emergency response plan been updated? How is the fire department kept abreast of these changes?
1. I'd like to request a plaque to commemorate the two first African American firefighters, Marcena Taylor & Marvin White, who worked at Engine 34. What is the process for doing this?

Thanks in advance for your attention to this matter and feel free to contact my office with questions.

Cc: Honorable Detroit City Council
Stephanie Washington, Mayor's Liaison
Louise Jones, City Clerk's Office

MEMORANDUM

TO: Arthur Jemison, Group Executive
Planning, Housing and Development

David Bell, Director
Buildings Safety Engineering and Environmental Department

Tyrone Clifton, Director
Detroit Building Authority

CC: Honorable Colleagues
Louise Jones, Senior City Clerk
Stephanie Washington, Legislative Liaison

FROM: Council President Brenda Jones *BG*

DATE: October 1, 2019

RE: Demolition of 14576 Minock

Please provide a report on the investigation of the demolition of 14567 Minock Detroit, MI 48223 including but not limited to the following:

- Date of demolition.
- Contractor responsible for demolition.
- Steps that will be taken to replace or compensate the owner of the home to ensure that a family is able to receive the home during the holiday season?
 - What is the possibility of partnering with the Detroit Land Bank Authority to work with the owner to provide a rehabbed and ready home to a constituent in need per the original plans for the property?
- How many "questionable" demolitions have occurred since 2014?
 - Please provide details on the circumstance and remediation of each "questionable" demolition.
- Processes in place to prevent the demolition of homes that are not slated for future demolitions.

Louise Jones

From: Jasmine Barnes
Sent: Sunday, September 29, 2019 3:11 PM
To: Louise Jones; Deonte Agee
Subject: demolition of 14576 Minock.pdf
Attachments: demolition of 14576 Minock.pdf

Greetings!

Please refer to PHS on the 10.1.19 New Business Agenda.

Warm Wishes,

Jasmine D. Barnes

Jasmine D. Barnes
Senior Policy Manager/Community Relations Liaison
Office of Detroit City Council President Brenda Jones
313.224.8034

